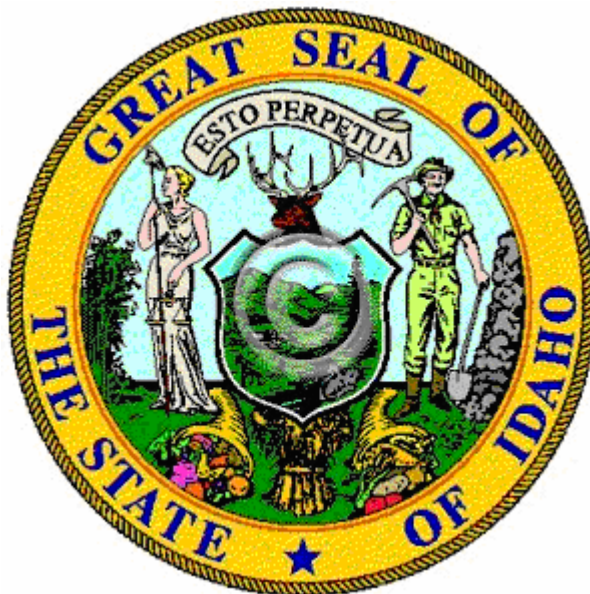


IDAHO DEPARTMENT OF HEALTH AND WELFARE



WEB DEATH MODULE MEDICAL OFFICE USER GUIDE

10/27/2008

Version 1.0



The **Industry Standard** in Vital Records Integrated Systems

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Author

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1.0 REVISION HISTORY

Version	Date	Author(s)	Revision Notes
1.0	10/27/2008	Gaurav Prabhu	Original Document

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2.0 ABOUT THE IDAHO WEB DEATH MODULE

This user guide serves as a comprehensive reference for the medical data entry and certification functions of the Idaho Web Death Module.


This user guide is divided into the following two sections for your convenience:

Section I. System Overview:

- [Technical Support](#)
- [On-line Help Features](#)
- [Login - System Access](#)
- [Log Out – Exit the System](#)
- [Navigation, Data Entry and Tool Tips](#)
- [User Directory](#)
- [Record Status Screen](#)
- [Presumed Fields](#)
- [Menus and Screenshots](#)

Section II. Medical Data Entry and Certification Functions


- [Start a New Record / Pick-up an Existing Record](#)
- [Search for a Record](#)
- [Canceling Changes](#)
- [Returning to the Main Menu](#)
- [Unresolved Fields List](#)
- [Medical Data Entry Tips](#)
- [Medical Certification](#)
- [Drop-to-Paper Idaho Death Certificate](#)
- [De-Certifying a Record](#)
- [Proxy Demographic Data Entry](#)
- [Supplemental to the Death Certificate](#)
- [Respond to Query](#)
- [Coroner Referral Processing](#)

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[BTP Authorization](#)
[Cremation Authorization](#)
[Print BTP/Blank BTP](#)
[Print Blank Death Certificate](#)
[Decline a Record](#)
[Reports](#)

NOTE:-


A Coroner's Office will require the Funeral Director's Training Guide in addition to the Medical Certifier's Training Guide.

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3.0 SYSTEM OVERVIEW

This section provides detailed information about the Idaho Web Death Module regarding the following topics:

- [Technical Support](#)
- [On-line Help Features](#)
- [Login - System Access](#)
- [Log Out – Exit the System](#)
- [Navigation, Data Entry and Tool Tips](#)
- [User Directory](#)
- [Record Status Screen](#)
- [Presumed Fields](#)
- [Menus and Screenshots](#)

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3.1. Technical Support

The following resources provide reliable ways to get answers to questions and support for all of the functionalities included in the Idaho Web Death Module:

On-line Help Functions within the Idaho Web Death Module:

Field Tips
Field Level Help
System Level Help
Module Level Help

Contact Technical Support:

Genesis Systems, Inc. provides a 24-hour technical support hot line. Experienced technical support staff members are available to answer your questions and provide solutions to your individual problems.

Important Note: Because Technical Support plans vary, please contact your IDHW Administrator before calling Genesis Systems, Inc.


Technical Support Hotline:

(717) 909-8500 and select Option 1
Monday thru Friday 9:00 AM to 7:00 PM ET

After Hours Message Center: Genesis electronic message center will prompt you to leave the necessary information for your call to be returned by the on-call technical support staff member.

(717) 909-8500 and select Option 1
Monday thru Thursday 7:00 PM to 9:00 AM ET
Friday 7:00 PM ET thru Monday 9:00 AM ET

E-mail: genesis@genesisinfo.com
Visit us on the web at: www.genesisinfo.com

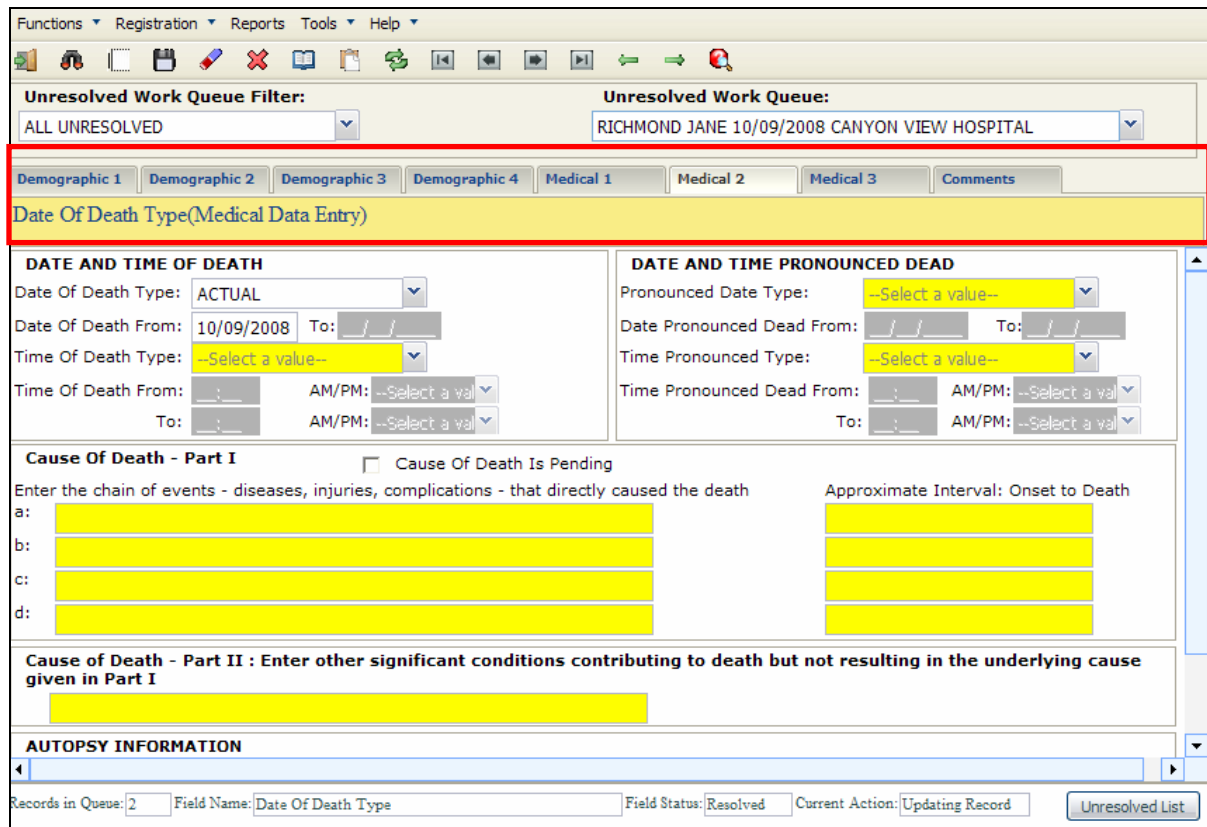
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3.2. On-line Help Features

The Idaho Web Death Module includes the following On-line Help features:

3.2.1. Field Tips

Field tip help text will be authored by the State using the provided utility. This text will appear between the data entry tabs and the data entry fields on each screen. The tip changes as a user tabs from one field to the next. The content is specific to a given field and is intended to provide definition or instruction regarding the completion of that item.



The screenshot displays the 'Idaho Web Death Module' interface. At the top, there is a navigation bar with 'Functions', 'Registration', 'Reports', 'Tools', and 'Help'. Below this is a toolbar with various icons. The main area is divided into two sections: 'Unresolved Work Queue Filter' and 'Unresolved Work Queue'. The 'Unresolved Work Queue Filter' is set to 'ALL UNRESOLVED'. The 'Unresolved Work Queue' is set to 'RICHMOND JANE 10/09/2008 CANYON VIEW HOSPITAL'. Below these are tabs for 'Demographic 1', 'Demographic 2', 'Demographic 3', 'Demographic 4', 'Medical 1', 'Medical 2', 'Medical 3', and 'Comments'. The 'Medical 1' tab is selected, and a yellow box highlights the 'Date Of Death Type(Medical Data Entry)' field tip. The field tip contains the following information:

DATE AND TIME OF DEATH

Date Of Death Type: ACTUAL
Date Of Death From: 10/09/2008 To:
Time Of Death Type: --Select a value--
Time Of Death From: : AM/PM: --Select a va
To: : AM/PM: --Select a va

DATE AND TIME PRONOUNCED DEAD

Pronounced Date Type: --Select a value--
Date Pronounced Dead From: : To: :
Time Pronounced Type: --Select a value--
Time Pronounced Dead From: : AM/PM: --Select a va
To: : AM/PM: --Select a va

Cause Of Death - Part I ☐ Cause Of Death Is Pending

Enter the chain of events - diseases, injuries, complications - that directly caused the death


a:
b:
c:
d:

Approximate Interval: Onset to Death

Cause of Death - Part II : Enter other significant conditions contributing to death but not resulting in the underlying cause given in Part I

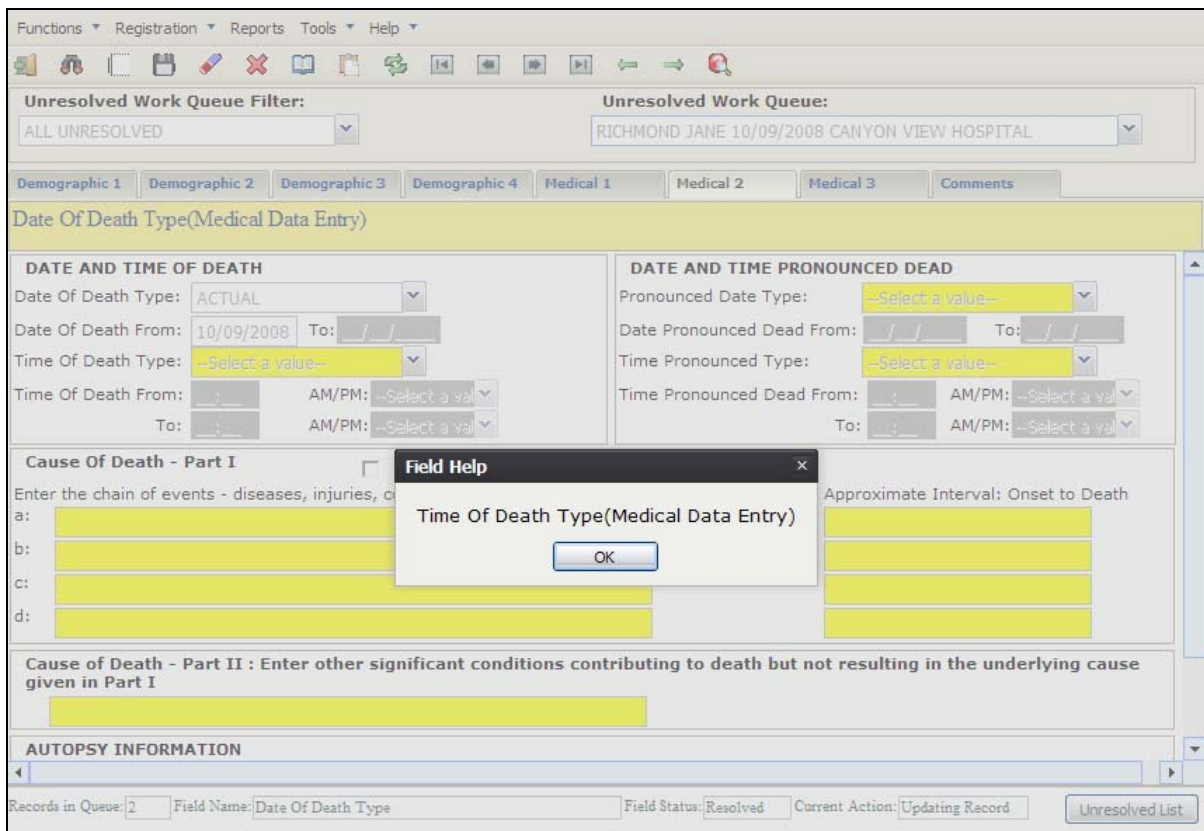
AUTOPSY INFORMATION

Records in Queue: 2 Field Name: Date Of Death Type Field Status: Resolved Current Action: Updating Record Unresolved List

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3.2.2. Field Level Help


Field level help is additional text authored by the State and associated with each field. The user can access this help text for a given field by ‘clicking’ on the label associated with the field on the screen. This will cause a pop up message to appear containing the field level help text.



The screenshot displays the 'Idaho Web Death Module' interface. At the top, there is a menu bar with 'Functions', 'Registration', 'Reports', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into several sections. On the left, there is a 'Demographic' section with tabs for 'Demographic 1', 'Demographic 2', 'Demographic 3', 'Demographic 4', 'Medical 1', 'Medical 2', 'Medical 3', and 'Comments'. The 'Medical 1' tab is selected. Below this is a 'Date Of Death Type(Medical Data Entry)' section. It contains two columns of fields. The left column is titled 'DATE AND TIME OF DEATH' and includes 'Date Of Death Type' (set to 'ACTUAL'), 'Date Of Death From' (10/09/2008), 'Time Of Death Type' (set to '--Select a value--'), and 'Time Of Death From' (with AM/PM dropdowns). The right column is titled 'DATE AND TIME PRONOUNCED DEAD' and includes 'Pronounced Date Type' (set to '--Select a value--'), 'Date Pronounced Dead From' (with AM/PM dropdowns), 'Time Pronounced Type' (set to '--Select a value--'), and 'Time Pronounced Dead From' (with AM/PM dropdowns). Below these sections is a 'Cause Of Death - Part I' section with a text area for 'Enter the chain of events - diseases, injuries, or...' and a 'Field Help' pop-up window. The pop-up window is titled 'Field Help' and contains the text 'Time Of Death Type(Medical Data Entry)' and an 'OK' button. At the bottom of the interface, there is a 'Cause of Death - Part II' section with a text area for 'Enter other significant conditions contributing to death but not resulting in the underlying cause given in Part I'. Below this is an 'AUTOPSY INFORMATION' section. At the very bottom, there is a status bar with 'Records in Queue: 2', 'Field Name: Date Of Death Type', 'Field Status: Resolved', 'Current Action: Updating Record', and an 'Unresolved List' button.

3.2.3. System Level Help

A link to system level help will be available on each page. This will hyperlink the user to HTML help for the system which provides an index and search feature to locate any desired help topic. To access System Level Help, select the **Help/Help** menu item or click on the '**Help**' icon .


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3.2.4. Module Level Help

Module level help refers to a link that will access a specific topic within the system level help structure that relates to the functional area that the user is presently in.

3.2.5. About Idaho Web Death

About Idaho Web Death details system information regarding the current version of the Idaho Web Death Module. To access this option select the **Help/About** menu item.

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3.3. Login – System Access

Prior to making any attempts to access the Idaho Web Death Module, please verify that you have access to the following requirements:

- ✓ Live Internet connection
- ✓ Widely used standard web browser (preferably Internet Explorer)

If one or more requirements are missing, the Idaho Web Death Module will NOT be accessible and/or will NOT function properly. Please follow the instructions below once you have verified that all requirements are met as specified above.


1. Access the Idaho Web Death Module on the web:
 - a. Open your web browser (i.e. Internet Explorer, Mozilla Firefox, etc.) to establish a live internet connection.
 - b. Type the application address in the URL box or select from Favorites. (You can acquire the URL from an administrator.)
 - c. Login screen will be displayed:

User Name:
Password:


☐ Demo Mode

WARNING! BY ACCESSING AND USING THE IDAHO ELECTRONIC DEATH REGISTRATION SYSTEM YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF OR ACCESS TO THIS COMPUTER SYSTEM MAY SUBJECT YOU TO STATE AND FEDERAL CRIMINAL PROSECUTION AND PENALTIES, AS WELL AS CIVIL PENALTIES.

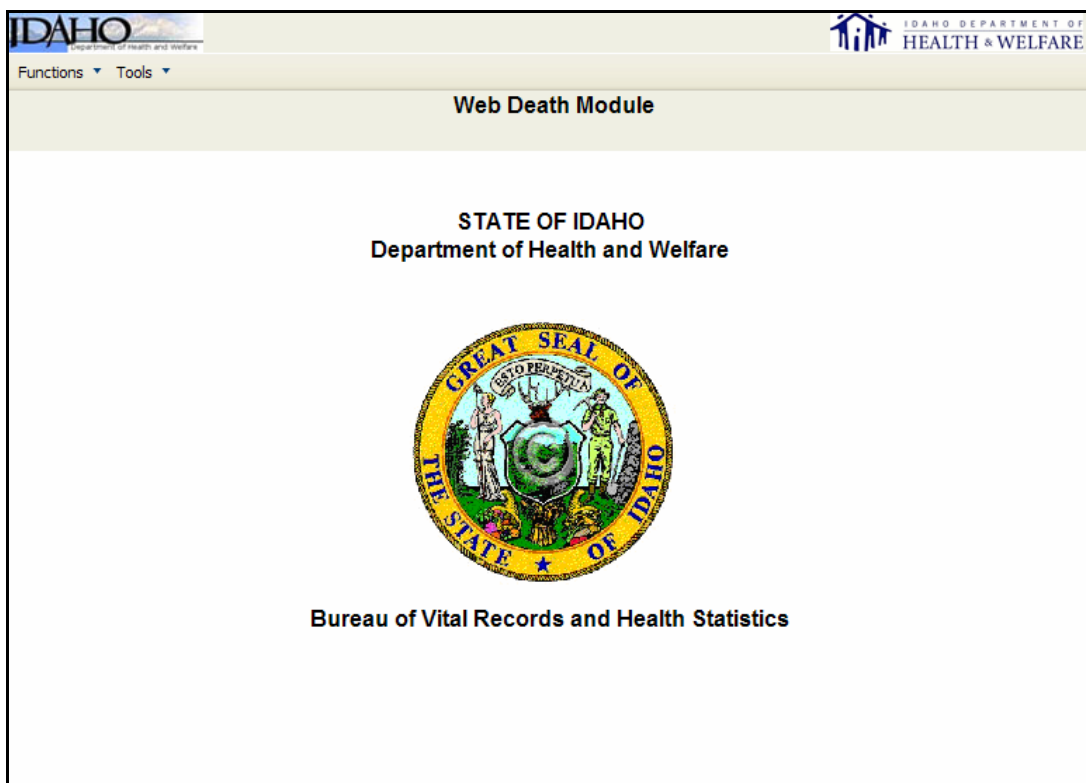
2. Login to the Idaho Web Death Module

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- a. Enter your username and password in the fields provided.
 - b. Click on the '**Login**' button.
3. If you work at multiple physical locations, the Location screen will be displayed:

Location : 


- a. Select the appropriate facility from the available choices in the drop-down list.
NOTE: the facility selected will impact the records you have access to while logged in. Please choose carefully.
 - b. Click '**OK**'.
4. The main menu of the Idaho Web Death Module will be displayed:



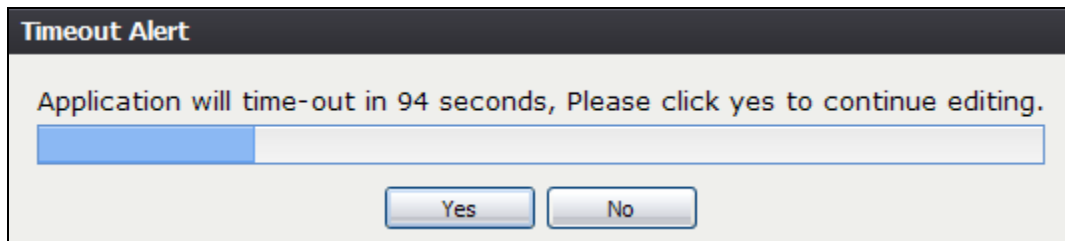
5. Select the **Functions/Medical Data Entry** menu item to proceed.

3.3.1. Session Time-Outs

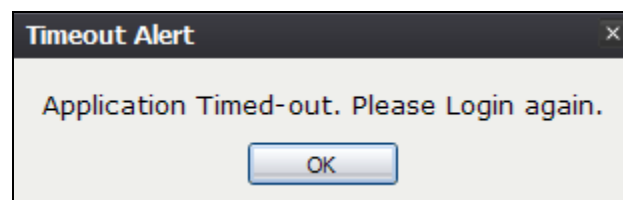
If the system has not detected a 'business transaction' (save a record, search for a record, login) within 20 minutes, the session will 'time-out' and you will not receive

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further responses from the system. The following Timeout Alert will appear 2 minutes before the application is due to time out.



If the system appears to stop responding (no choices in some pick lists, cannot save a record, cannot retrieve a record, etc.) it is likely that a session time-out has occurred and a warning will alert you.




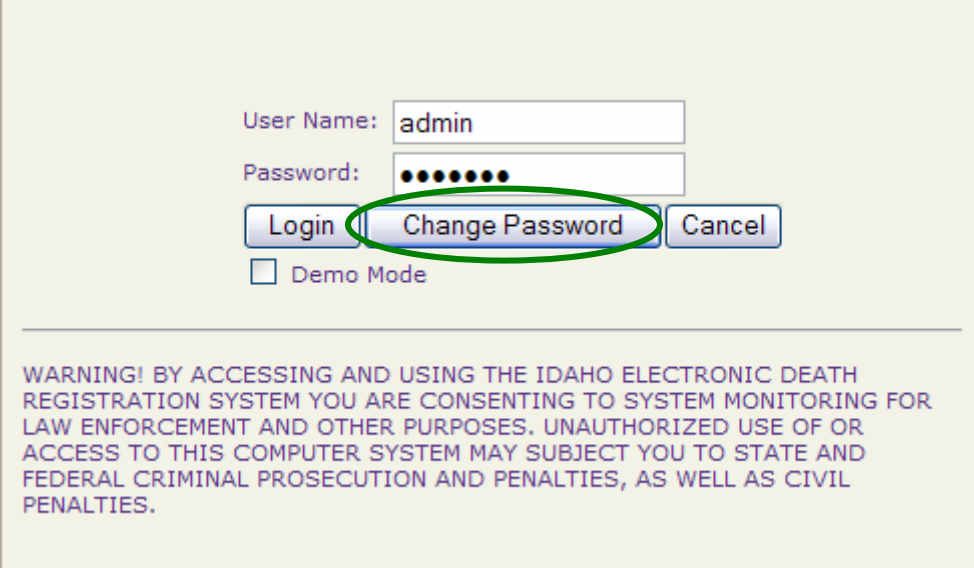
To recover from a session time-out, exit and re-login to start a new session. Saving the work you are doing frequently will prevent session time-outs. If you will not be using the application for a time you should close it and then login again when you need to.

3.3.2. About Passwords

User passwords expire at specified intervals. When this happens, the user will be alerted when an attempt is made to login with an old password. A user may also change their password at any time by clicking on the 'Change Password' button located on the Login screen. To change your password:

1. Enter your User Name and Password on the Login Screen and click the '**Change Password**' button.

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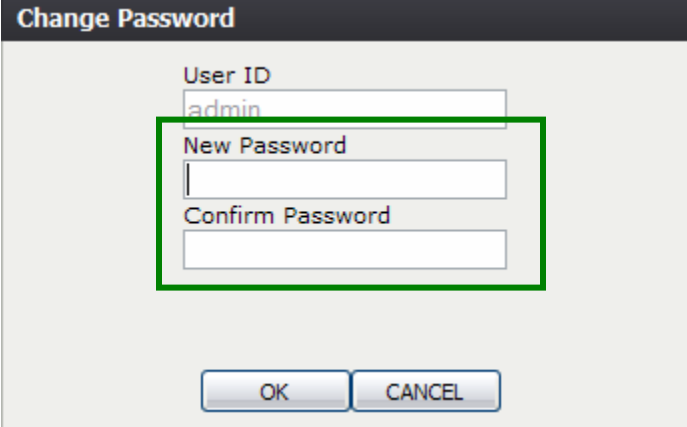
User Name:

Password:

☐ Demo Mode

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- On the following screen, enter your New Password and confirm it. Click the **'OK'** button to activate the new password and log in.



Change Password


User ID

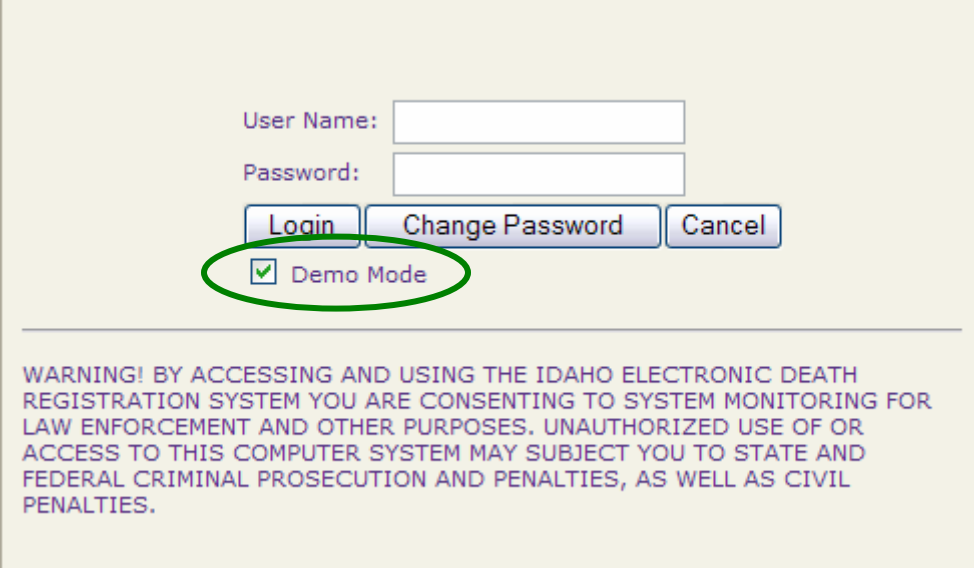
New Password

Confirm Password

3.3.3. About Demo Mode

The Idaho Web Death Module supports a training mode that allows new users to train on the system without adding or altering data in the central registry. All transactions executed while in demo mode will be stored in a different database reserved for training.

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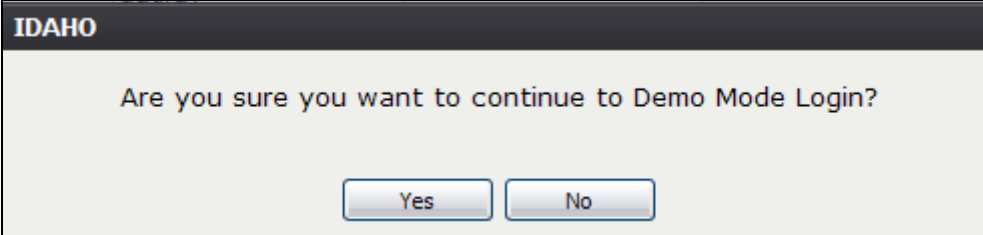
User Name:

Password:

☒ Demo Mode

WARNING! BY ACCESSING AND USING THE IDAHO ELECTRONIC DEATH REGISTRATION SYSTEM YOU ARE CONSENTING TO SYSTEM MONITORING FOR LAW ENFORCEMENT AND OTHER PURPOSES. UNAUTHORIZED USE OF OR ACCESS TO THIS COMPUTER SYSTEM MAY SUBJECT YOU TO STATE AND FEDERAL CRIMINAL PROSECUTION AND PENALTIES, AS WELL AS CIVIL PENALTIES.

1. Login to Demo Mode by entering your user name and password and clicking on the check box next to 'Demo Mode' on the Login Screen.
2. The system will verify if you wish to continue with 'Demo Mode' login.




IDAHO

Are you sure you want to continue to Demo Mode Login?

3. Click '**No**' to cancel Demo Mode login. If you click '**Yes**' you will login to 'Demo Mode'.

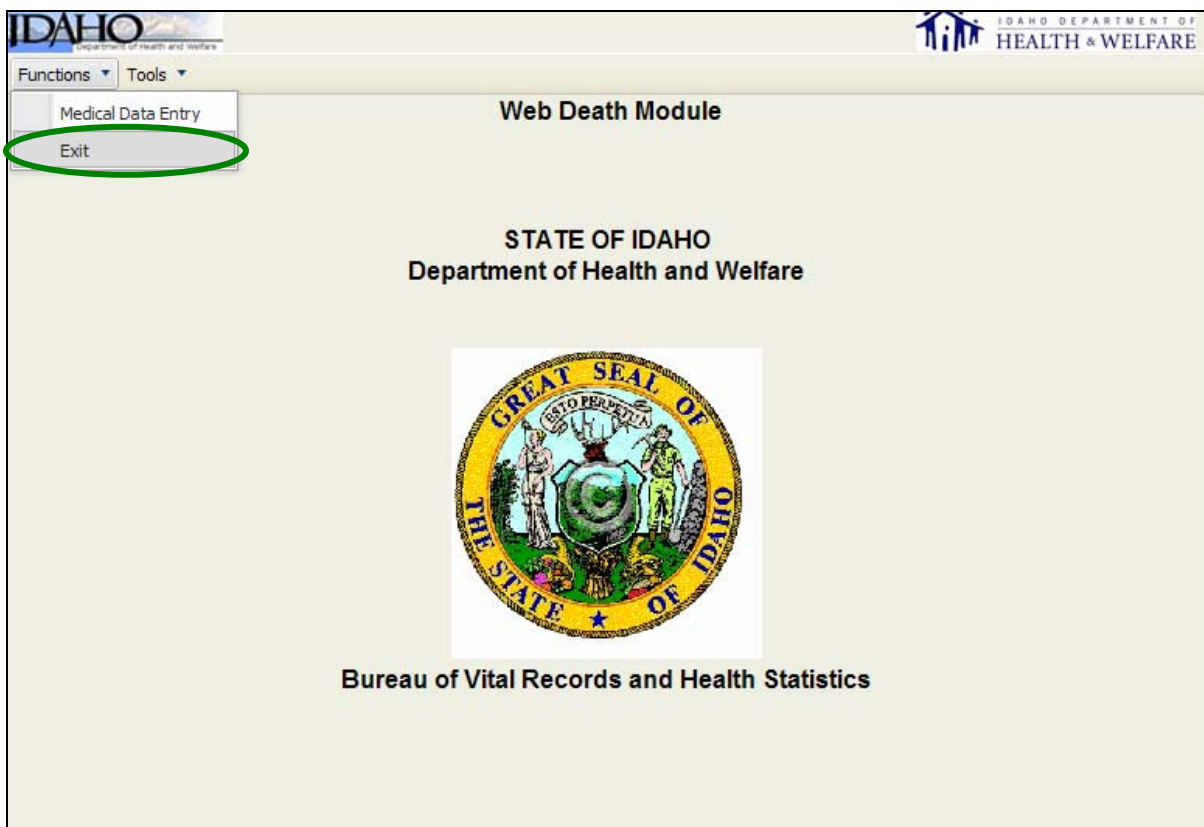
Logging in under demo mode will direct all database transactions to a demo database rather than to the production database. The system administrator can login under Demo Mode to create user profiles for training purposes. For example, the system administrator may create a user name 'DEATHDEMO' with a password 'DEMO123'. This will allow users at any level to work through the exercises suggested in this User Manual.


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3.4. Log Out – Exit the System

Exit or log out of the Idaho Web Death Module using one of the following methods:

1. From the Idaho Web Death Main Menu, select the **Functions/Exit** menu item to log-out.
- ✓ **NOTE:** although closing the browser by clicking on the **[X]** (close window option) located in the upper right hand corner of the screen will close the application it is recommended that you exit by using the 'Exit' menu option instead. This will insure that your session is also closed and prevent possible problems when you try to login again.



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3.5. Navigation, Data Entry and Tool Tips

This section describes functions that enable access to and allow data entry in the Medical Data Entry screens.

3.5.1. Using the Mouse

Users can use the mouse to navigate within the Idaho Web Death Module. Click on the various items (hyperlinked text and/or icons) on the menu to perform functions related to medical data entry and certification. The mouse can also be used to navigate from one field to another during data entry. This is not the most efficient means of navigation, however, and it is recommended that you navigate using the keyboard as much as possible.

3.5.2. Using the Keyboard (AllBoard©)

The following keys allow for easy navigation through the screens in the Idaho Web Death Module without using the mouse:


TAB: The 'Tab' key is the Windows standard for moving from one control field to another. A control refers to anything on the screen that either accepts user input or enables action. When you are 'on' a control, the control is said to 'have focus'. A flashing cursor, orange background and in some cases, a frame will indicate where focus is located. You can also change focus by clicking on another control with the left mouse button.



SHIFT + Tab: Holding down the shift key and pressing Tab simply reverses the 'TAB order' and moves focus back to the previous control.

ENTER: The 'Enter' key typically means 'Execute'. It is the equivalent of clicking the left mouse button. If a control has focus and the Enter key is pressed, whatever action is associated with that control will be initiated.

Left/Right/Up/Down Arrows: These keys are used to navigate within a field or within a 'pick list'. Within a field, the left and right arrows will move the cursor back and forth to let you change a specific letter, etc. The backspace and delete keys also

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operate within a field to allow editing. Within a drop down list (pick list), the Up and Down arrows can be used to navigate through the list. The 'PgUp' and 'PgDn' keys can also be used. In a drop down list, once you have selected the choice you want (highlighted) by placing focus on it with the arrow keys, pressing Tab will accept the selected choice and move focus to the next field.

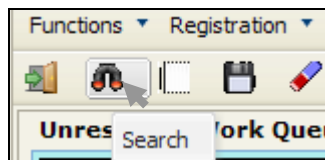
Down Arrow: This key has significance for a special type of field referred to as a 'Drop-Down Box'. It is also known as a 'Combo Box' or 'Pick List'. The small arrow pointer (drop down arrow) on the right hand side of the field indicates that a list is available for you to select from. You may also click on the drop down arrow to cause the list to open and then use the mouse to scroll through and select a choice. If you prefer to keep your hands on the keyboard, you can press the 'Down Arrow' on the keyboard to open the list. Use the Down and Up arrows to navigate through the list.

Minds Eye (Type Ahead Logic): Type Ahead Logic provides another way to save time by eliminating the number of keystrokes to pull up an item from a drop down box. This feature enables the user to begin typing and the list will filter according to what the user types. In the 'State' lists users can also type the two character standard abbreviation such as 'OK' or 'OH' or 'NJ' to immediately focus on the correct choice.

Space Bar: This key can be used to toggle a checkbox item ON or OFF.


3.5.3. Using Tool Tips

















Tool Tips are a helpful feature of the Idaho Web Death Module that display information revealing an icon's function. To activate this feature, simply hover the mouse over the icon to display the tool tip.



3.5.4. Registration Toolbar


The toolbar within Registration provides quick and easy access to the most commonly used commands. Click on any of the icons below to execute the associated actions:

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Icon	Registration Function
	Exit the Application
	Find Records
	Create a New Record
	Save the Current Record
	Cancel Changes
	Decline
	Medical Certification
	Response to Query
	Refresh Filter Queue
	First Record from Work Queue
	Previous Record from Work Queue
	Next Record from Work Queue
	Last Record from Work Queue
	Previous Tab
	Next Tab
	Help

3.5.5. Visual Cueing (Viz-e-Q©)

The Visual Cueing feature of the Idaho Web Death Module provides users with color-coded field cues to indicate the status of each data field.

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VISUAL CUEING

EDR Number: <div style="border: 1px solid black; background-color: #cccccc; padding: 2px;">000000001220</div>	First Name: <div style="border: 1px solid black; background-color: #add8e6; padding: 2px;"></div>	Middle Name: <div style="border: 1px solid black; background-color: #ffff00; padding: 2px;"></div>	Last Name: <div style="border: 1px solid black; background-color: #ffffff; padding: 2px;">DEWITT</div>
 Disabled	 Field in Focus	 Unresolved	 Resolved

Grey field signifies a Disabled Field. Data in this field has been accepted or automatically generated by the system and cannot be modified. Also, once the record had been completed and released all fields will appear this way signifying that data entry was complete and the record has been accepted for filing.

Blue field indicates the field has Focus, or an active field where the data entry can currently take place. If you start typing, this is the field that will take your input. Click on an Unresolved (yellow) or resolved (white) field to activate it.

Yellow field indicates an Unresolved Field. This color is the system's way of indicating that it requires a response before data entry can be considered complete (resolved). This color also indicates that an entry can be made in those fields.


White field signifies a Resolved Field. Data entry for this field has been initially checked and accepted by the system. All fields where data entry is available must be in the 'resolved' status saved you can release the record.

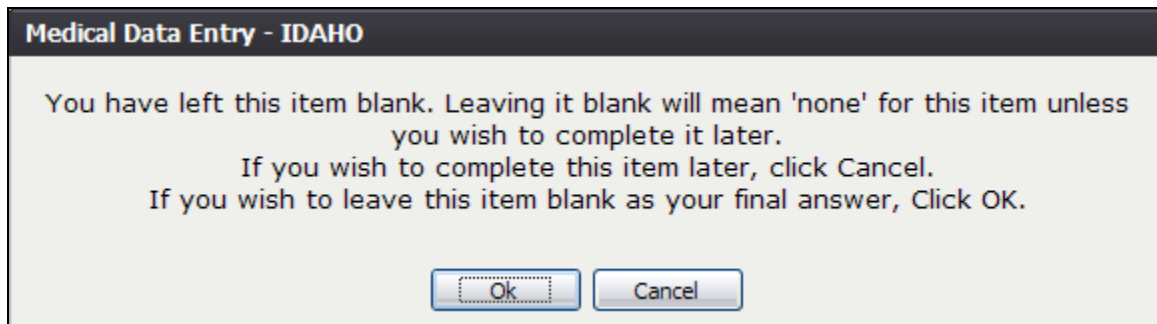
3.5.6. Edit Checks (Fast-Fire©)

Soft Check

Many data fields 'anticipate' that the first time a user sets focus on them (uses 'Tab' to advance to the field or uses the left mouse button to click on the item) an entry will be made in that field.

If no entries are made in a field and user shifts focus to another field, the application will query the user as follows:

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1. If you click '**OK**':

The system will resolve the field even though it is blank (indicating that you do not need to complete it later).

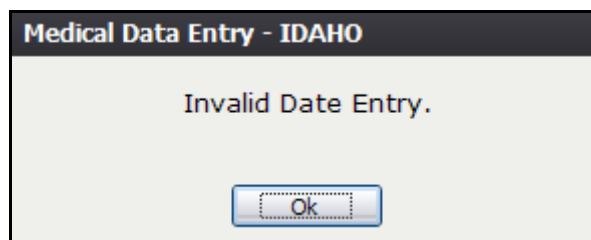
OR

The system will leave the field unresolved in which case you will need to resolve the field before Demographic Data Entry can be deemed complete.

2. If you click '**Cancel**', the system will keep the field unresolved. This prevents the record from being electronically filed until that item is completed.

Hard Check


The user will be issued a warning when the data entered is outside acceptable extremes and the value entered will not be accepted. For example if a user enters the value 01/01/1700 in the Date of Birth field, the system will not accept this value and will display the following message.



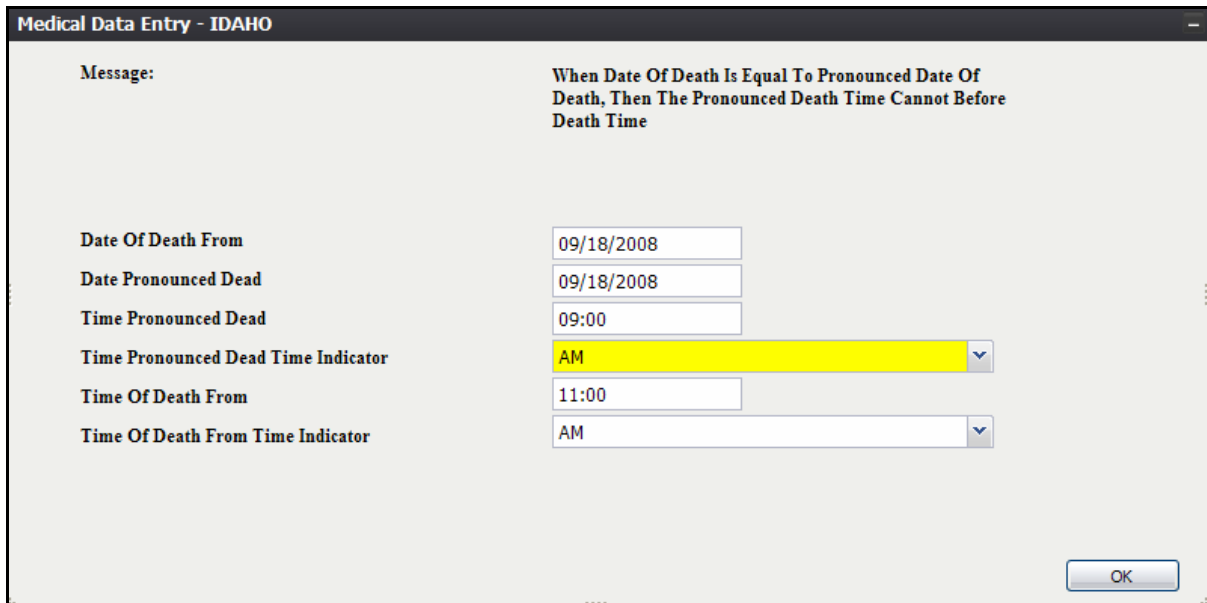
1. Click '**OK**' and enter an acceptable value in the field in question.

Cross Check

A crosscheck compares values entered in two or more fields, and then determines whether the values in the fields are consistent with one another. If the fields are not consistent, the crosscheck allows for the involved fields to be reviewed and edited.

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Hard Cross Check – A hard crosscheck is one for which the system will require the user to change the value entered in at least one of the data entry fields responsible for triggering the crosscheck. For example, if the ‘Date of Death’ and ‘Date Pronounced Death’ are the same, the ‘Time Pronounced Dead’ cannot be before the ‘Time of Death’. If so, the system will display a prompt as shown below:

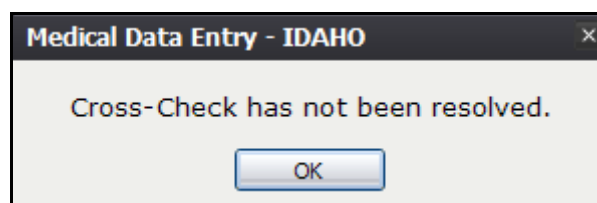


The screenshot shows a window titled "Medical Data Entry - IDAHO". Inside, there is a message box that says: "When Date Of Death Is Equal To Pronounced Date Of Death, Then The Pronounced Death Time Cannot Before Death Time". Below the message, there are several input fields:

- Date Of Death From: 09/18/2008
- Date Pronounced Dead: 09/18/2008
- Time Pronounced Dead: 09:00
- Time Pronounced Dead Time Indicator: AM (highlighted in yellow)
- Time Of Death From: 11:00
- Time Of Death From Time Indicator: AM

An "OK" button is located at the bottom right of the window.


1. If you click ‘**OK**’ without resolving the crosscheck, the following message will be displayed:



The screenshot shows a small dialog box titled "Medical Data Entry - IDAHO". It contains the text: "Cross-Check has not been resolved." and an "OK" button at the bottom.

2. Resolve the cross check by altering data entered in any of the fields above as appropriate and click ‘**OK**’.

Soft Cross Check – A soft crosscheck is one for which the system will NOT require the user to change the values entered in any of the data entry fields responsible for triggering the crosscheck, but will verify if the entered values are accurate.

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3.6. User Directory

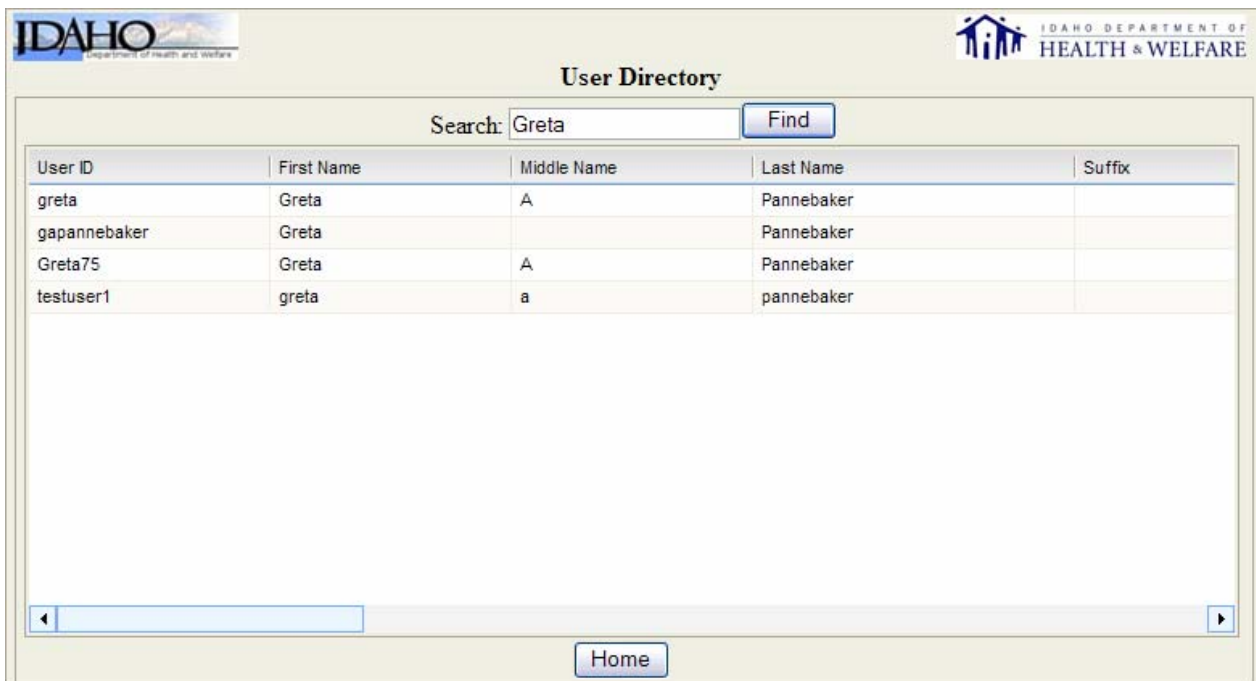
The user directory feature provides a means to search for and display information regarding any user enrolled in the system security table. The user may enter a full or partial first name and/or a full or partial last name and the system will return a list of all users that match on the provided information.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Tools/Utilities/User Directory** menu item. This will open the user directory search screen.



3. Type the User Name of the user whose information you are trying to access and press the '**Find**' button. The utility also supports a partial User Name search.

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The screenshot shows the 'User Directory' interface. At the top, there are logos for 'IDAHO department of health and welfare' and 'IDAHO DEPARTMENT OF HEALTH & WELFARE'. Below the logos, the title 'User Directory' is centered. A search bar contains the text 'Greta' and a 'Find' button. Below the search bar is a table with the following data:


User ID	First Name	Middle Name	Last Name	Suffix
greta	Greta	A	Pannebaker	
gapannebaker	Greta		Pannebaker	
Greta75	Greta	A	Pannebaker	
testuser1	greta	a	pannebaker	

Below the table is a scroll bar and a 'Home' button at the bottom center.

The screen returns the following information associated with each search result displayed in the grid:

- | | |
|----------------------------------|-------------------------------------------------|
| ✓ User ID | ✓ Agency |
| ✓ First Name | ✓ User Phone |
| ✓ Middle Name | ✓ User Phone Extension |
| ✓ Last Name | ✓ User Email |
| ✓ Suffix | ✓ Method of Contact |
| ✓ Special Permissions | ✓ Alternate Phone |
| ✓ Location Association | ✓ Fax Number |
| ✓ Is Active (Active Status flag) | ✓ Local Registrar (Local Registrar Status flag) |
| ✓ Department | |

- To start a new user search, repeat step 3.
- To exit from the User Directory screen, click on the '**Home**' button. You will be directed back to the Idaho Web Death Module's main menu screen.

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3.7. Record Status Screen


This feature will provide a grid that displays death records associated with the current login location that are in some way not fully processed. The records will be initially sorted in the grid based on the date of death with the oldest appearing first. The process will also provide a 'Search' option to allow a user to search for any record they are entitled to in order to see the status indicators on that particular record.

An indicator for each record will appear under each respective column to indicate 'True' or 'False' regarding the status of that record as it relates to the specific column.

Except when the 'Search' option is used to populate the grid with records that are specifically searched for, the grid will populate with the same records as would be contained in the location's work queue under the 'All Unresolved' filter.

This utility will serve as a mechanism for users to track the progress of an individual record and/or monitor records that need the attention of a different entity.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. On this screen, select the **Tools/Utilities/Record Status** menu item. This will open the record status screen.

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Functions ▾ Registration ▾ Reports ▾ Tools ▾ Help ▾

Utilities ▾ Field Help Utility
User Directory
Record Status

Unresolved Work Queue Filter:
MEDICAL DATA ENTRY INCOMPLETE ▾

Resolved Work Queue:
JAN 10/09/2008 CANYON VIEW HOSPITAL ▾

Demographic 1 Demographic 2 Demographic 3 Demographic 4 Medical 1 Medical 2 Medical 3 Comments

Any Injury Information To Report(Medical Data Entry)

GENERAL INFORMATION

EDR Number: 000000001220 First Name: JOHN Middle Name: Last Name: RICHMOND Suffix: --Select a value-- ▾

Date Of Birth: 01/01/1970 SSN: 246-83-5790 Sex: MALE ▾ Medical Record Number: 6589689 Coroner Case Number: 5456

CERTIFIER


Certifier Type: CORONER ▾
Search
Certifier Name: GAURAV ▾
Certifier Office Name: ADAMS COUNTY CORONER'S OFFICE
Phone: (208) 253-4242
Fax: (208) 253-6849
E-Mail Address: preload_joesuew@starband.net
Preferred Method Of Contact: EMAIL
License Number:
Address: 4256 LANDORE ROAD
State/Country: IDAHO



PLACE OF DEATH

Type of Place: HOSPITAL - EMERGENCY ROOM/OUTPATIENT ▾
Place Of Death: --Select a value-- ▾
Street Address:
Or
Latitude/Longitude:
State: --Select a value-- ▾
County: --Select a value-- ▾
City/Town: --Select a value-- ▾
Zip: --Select a value-- ▾

Records in Queue: 2 Field Name: Any Injury Information To Report Field Status: Resolved Current Action: Updating Record Unresolved List

This will open the record status screen shown below.

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Record Status

General Information

Date of Death:

EDR Number:

FH Case Number:

Coroner Case Number:

Certifier Type:

Medical Certifier:

Funeral Home:

Decedent Information

Last Name:

First Name:

Middle Name:

Sex:

Date of Birth:

Place Of Death

Type of Place:

Place of Death Name:

County of Occurrence:

Parent's Information

Mother's First Name:

Mother's Maiden Last Name:

Father's First Name:

Father's Last Name:


Decedent Last Name	Decedent First Name	Decedent Middle Name	Decedent Suffix	Date of Death	Medical Certification Pending
WHATEVER	HANNAH	MARIE		09/18/2008	False
PUBLIC	JOHN			10/01/2008	False
RICHMOND	JANE			10/10/2008	False

Upon entering the function, the grid will pre-populate with all unresolved records that are associated with the user's entitlement rules. The status indicators will be as follows:

- ✓ Medical Certification Pending
- ✓ Demographic Verification Pending
- ✓ Cause of Death Pending
- ✓ Manner of Death Pending
- ✓ Supplemental Pending
- ✓ Query Pending
- ✓ BTP Pending


Individual records are identified by Date of Death, First Name, Middle Name, Last Name and Suffix of the decedent.

3. To find a specific record without scrolling the list, enter identifying information in any of the fields displayed in the four boxes on the search screen and click on

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the '**Search**' button. Clicking '**Clear**' will remove any information entered on the search screen.

4. To exit the Record Status screen, click '**Cancel**'.

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3.8. Presumed Fields

Data items required to complete the entire death record fall under two distinct categories regarding who is responsible for them: The Funeral Home (Demographic) or the Medical Certifier's Office (Medical). Two separate processes exist (demographic data entry and medical data entry) to allow the respective entities to complete the applicable fields.

Functionality related to initiating a new record requires that any user who attempts to start a record must enter the same set of fields so the system can determine if the record has already been initiated by another participant. This need dictates that some fields need to be data entered by users who do not own those fields.

To address this, the system stores two versions of some of the data items that are involved in this initial matching process. One version of the fields is referred to as the 'Actual' and the other is referred to as the 'Presumed'.


In the Idaho configuration, although the distinction between demographic data and medical data still exists, the funeral home will have the ability to data enter both. Since this is the case, all data items that are keyed by users at Funeral Home locations will populate the 'Actual' fields.

Note: Although users at funeral homes will be able to data enter the medical fields from within the 'Demographic Data Entry' process, if the record is accessed and saved by a user at the applicable Medical Office, the Funeral Home will no longer have the ability to continue to edit the medical fields. At that point the Medical Office assumes ownership of the medical fields.

The need for 'Presumed' fields is therefore limited to those items that are technically 'owned' by the Funeral Home but need to be data entered by users at a Medical Office when they initiate a record. The following is the list of these fields:

- ✓ Decedent's Name
- ✓ Decedent's Social Security Number
- ✓ Date of Birth
- ✓ Gender

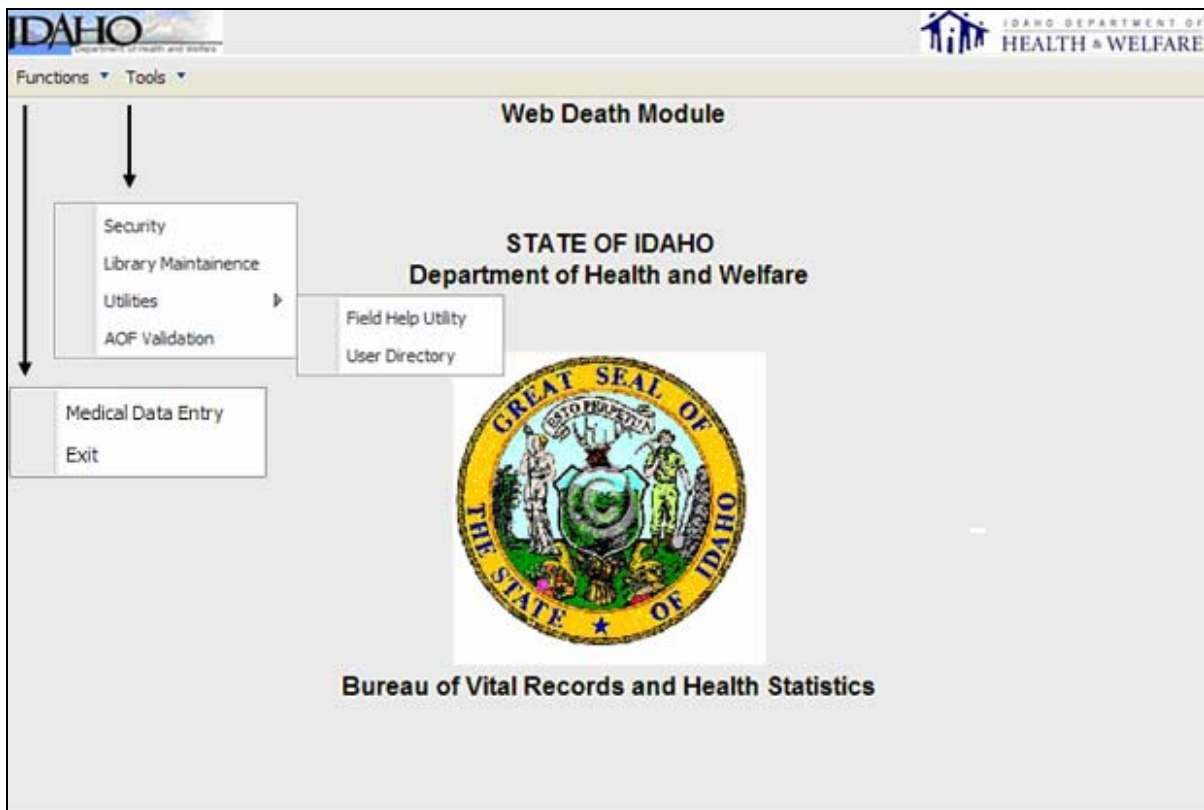
Values entered by the Funeral Home users for the above fields will be stored as 'Actual' values, will be the values that will print on any printed output and all other ways will be considered true values. Values for these fields entered by users within medical data entry will be stored as 'Presumed' values and will not be considered true values.


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3.9. Screenshots

3.9.1. Idaho Web Death Main Menu

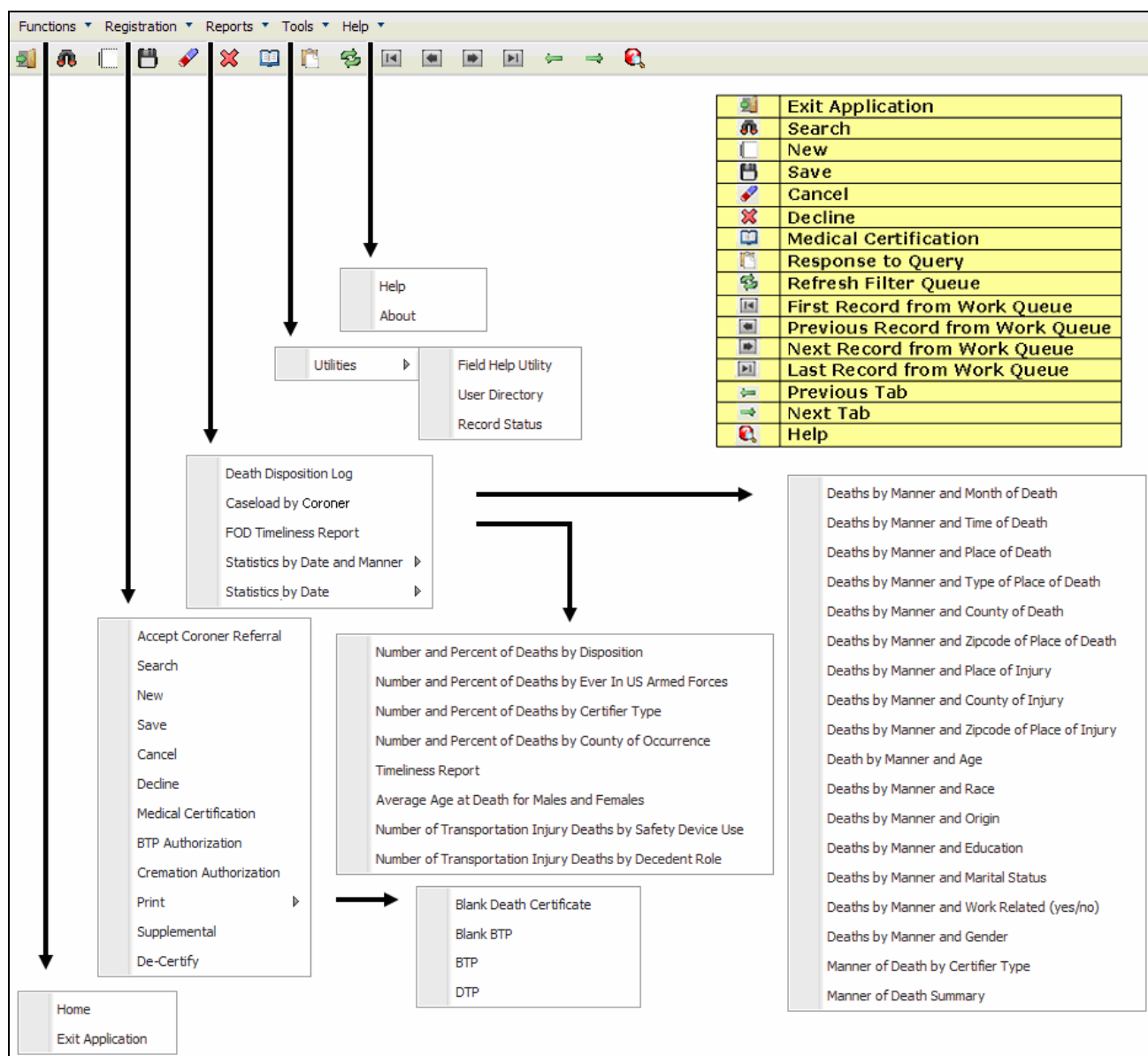
Once a user has successfully logged into the Idaho Web Death Module, the main menu will be displayed at the top of the screen. Clicking on an icon or menu item will allow users to perform functions related to Medical Data Entry and Certification within the Idaho Web Death Module.




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3.9.2. Medical Data Entry and Certification Menu


Once the user has successfully logged into the Idaho Web Death Module, the Medical Data Entry and Certification menu can be accessed by selecting the **Functions/Medical Data Entry** menu item.



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3.9.3. Demographic Tab 1 (View Only)

Functions ▾ Registration ▾ Reports ▾ Tools ▾ Help ▾			
Unresolved Work Queue Filter: MEDICAL DATA ENTRY INCOMPLETE ▾		Unresolved Work Queue: --Select a value-- ▾	
Demographic 1	Demographic 2	Demographic 3	Demographic 4
Medical 1	Medical 2	Medical 3	Comments
GENERAL INFORMATION EDR Number: 000000001302 Funeral Home Case: Date of Death Type: ACTUAL Date of Death: From: 10/20/2008 To: Record Type: 1 State File Number: Presumptive Court Date: Presumptive Court Name:			
DECEDENT'S LEGAL NAME First Name: Gregory Middle Name: Last Name: Jackson Suffix: <input type="checkbox"/> AKA Names AKA 1 First Name: AKA 1 Middle Name: AKA 1 Last Name: AKA 1 Suffix: AKA 2 First Name: AKA 2 Middle Name: AKA 2 Last Name: AKA 2 Suffix: AKA 3 First Name: AKA 3 Middle Name: AKA 3 Last Name: AKA 3 Suffix:			
DECEDENT'S SEX Sex: MALE		DECEDENT'S SSN SSN: 876-76-3289 SSN Verification Status: <input type="button" value="Check SSN"/>	
DECEDENT'S DATE OF BIRTH Date Of Birth: 01/01/1940 Age Units: Age:		DECEDENT'S BIRTHPLACE State/Country: City Of Birth:	
<input type="button" value="Previous"/> <input type="button" value="Next"/>			
Records in Queue: 1 Field Name: Place Of Death Field Status: Unresolved Current Action: Updating Record <input type="button" value="Unresolved List"/>			

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3.9.4. Demographic Tab 2 (View Only)

Functions
Registration
Reports
Tools
Help



Unresolved Work Queue Filter:
MEDICAL DATA ENTRY INCOMPLETE

Unresolved Work Queue:
RICHMOND JANE 10/10/2008

Demographic 1
Demographic 2
Demographic 3
Demographic 4
Medical 1
Medical 2
Medical 3
Comments

DECEDENT'S RESIDENCE ADDRESS
Street Address:
State/Country:
County:
City/Town:
Zip:
Zip Ext:
Inside City Limits:

DECEDENT EVER IN US ARMED FORCES
Armed Forces:

DECEDENT'S FATHER'S NAME
First Name:
Middle Name:
Last Name: Suffix:
Birthplace:


DECEDENT'S MOTHER'S MAIDEN NAME
First Name:
Middle Name:
Last Name: Suffix:
Birthplace:

DECEDENT'S MARITAL STATUS AT TIME OF DEATH
Marital Status:


SURVIVING SPOUSE (IF WIFE, GIVE MAIDEN NAME)
First Name:
Middle Name:
Maiden Name: Suffix:


Previous
Next

Records in Queue: 3
Field Name: Unresolved Work Queue
Field Status: Resolved
Current Action: Updating Record
Unresolved List

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3.9.5. Demographic Tab 3 (View Only)

Functions ▾ Registration ▾ Reports ▾ Tools ▾ Help ▾			
			
Unresolved Work Queue Filter: MEDICAL DATA ENTRY INCOMPLETE ▾		Unresolved Work Queue: --Select a value-- ▾	
Demographic 1	Demographic 2	Demographic 3	Demographic 4
Medical 1	Medical 2	Medical 3	Comments
INFORMANT'S NAME First Name: <input type="text"/> Middle Name: <input type="text"/> Last Name: <input type="text"/> Suffix: <input type="text"/>		METHOD OF DISPOSITION Method: <input type="text"/> (Specify): <input type="text"/>	
INFORMANT'S RELATIONSHIP TO DECEDENT Relationship: <input type="text"/>		PLACE OF DISPOSITION Place of Disposition Type: <input type="text"/> <input type="button" value="Search"/>	
INFORMANT'S MAILING ADDRESS Street Address: <input type="text"/> Apt: <input type="text"/> State/Country: <input type="text"/> City/Town: <input type="text"/> Zip: <input type="text"/> Zip Ext: <input type="text"/>		Place of Disposition (Name and Address of Cemetery, Crematory, Other Place): <input type="text"/> Address: <input type="text"/> State/Country: <input type="text"/> City/Town: <input type="text"/> Latitude/Longitude: <input type="text"/> Zip: <input type="text"/> Zip Ext: <input type="text"/>	
<input type="button" value="Previous"/> <input type="button" value="Next"/>			
Records in Queue: 1 Field Name: Place Of Death Field Status: Unresolved Current Action: Updating Record <input type="button" value="Unresolved List"/>			

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3.9.6. Demographic Tab 4 (View Only)

Functions ▾ Registration ▾ Reports ▾ Tools ▾ Help ▾	
Unresolved Work Queue Filter: MEDICAL DATA ENTRY INCOMPLETE ▾	
Unresolved Work Queue: RICHMOND JANE 10/10/2008 ▾	
Demographic 1 Demographic 2 Demographic 3 Demographic 4 Medical 1 Medical 2 Medical 3 Comments	
Enter the chain of events - diseases, injuries or complications - that directly caused the death B.(Medical Data Entry)	
NAME AND ADDRESS OF FUNERAL FACILITY Coroner Office Filing: <input type="checkbox"/> Facility Name: <input type="text"/> Address: <input type="text"/> State/Country: <input type="text"/> City/Town: <input type="text"/> Zip: <input type="text"/> Zip Ext: <input type="text"/> Additional Funeral Service Provider: <input type="text"/>	DECEDENT'S EDUCATION <input type="text"/> DECEDENT OF HISPANIC ORIGIN <input type="checkbox"/> No, not Spanish/Hispanic/Latino <input type="checkbox"/> Yes, Mexican, Mexican American, Chicano <input type="checkbox"/> Yes, Puerto Rican <input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, other Spanish/Hispanic/Latino (Specify) <input type="text"/> <input type="checkbox"/> Unknown
FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH <input type="text"/> License Number: <input type="text"/>	DECEDENT'S RACE <input type="checkbox"/> White <input type="checkbox"/> Filipino <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Black or African American <input type="checkbox"/> Japanese <input type="checkbox"/> Samoan <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Korean (Name of the enrolled or principal tribe) <input type="text"/> <input type="checkbox"/> Other Pacific Islander (Specify) <input type="text"/> <input type="checkbox"/> Vietnamese <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Other Asian (Specify) <input type="text"/> <input type="checkbox"/> Other (Specify) <input type="text"/> <input type="checkbox"/> Unknown
WAS CORONER CONTACTED DUE TO CAUSE OF DEATH Coroner Contacted: <input type="text"/>	<input type="button" value="Previous"/> <input type="button" value="Next"/>
DECEDENT'S USUAL OCCUPATION INFORMATION Decedent's usual occupation: <input type="text"/> Kind of Business/Industry: <input type="text"/>	
Records in Queue: 3 Field Name: Enter the chain of events - that caused the death B. Field Status: Resolved Current Action: Updating Record <input type="button" value="Unresolved List"/>	

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3.9.7. Medical Tab 1

Functions ▾ Registration ▾ Reports ▾ Tools ▾ Help ▾					
Unresolved Work Queue Filter: MEDICAL DATA ENTRY INCOMPLETE ▾					
Unresolved Work Queue: RICHMOND JANE 10/10/2008 ▾					
Demographic 1	Demographic 2	Demographic 3	Demographic 4	Medical 1	Medical 2
Medical 3 Comments					
Enter the chain of events - diseases, injuries or complications - that directly caused the death B.(Medical Data Entry)					
GENERAL INFORMATION					
EDR Number:	First Name:	Middle Name:	Last Name:	Suffix:	
000000001220	JANE		RICHMOND	--Select a value-- ▾	
Date Of Birth:	SSN:	Sex:	Medical Record Number:	Coroner Case Number:	
01/01/1970	246-83-5790	FEMALE ▾	6589689	5456	
CERTIFIER			PLACE OF DEATH		
Certifier Type: CORONER ▾ Search Certifier Name: GAURAV ▾ Certifier Office Name: ADAMS COUNTY CORONER'S OFFICE Phone: (208) 253-4242 Fax: (208) 253-6849 E-Mail Address: preload_joesuew@starband.net Preferred Method Of Contact: EMAIL License Number: Address: 4256 LANDORE ROAD State/Country: IDAHO County: ADAMS City/Town: COUNCIL Zip: 83612 Zip Ext: Date Certifier Signed: __/__/__			Type of Place: HOSPITAL - EMERGENCY ROOM/OUTPATIENT ▾ Place Of Death: --Select a value-- ▾ Street Address: Or Latitude/Longitude: State: --Select a value-- ▾ County: --Select a value-- ▾ City/Town: --Select a value-- ▾ Zip: --Select a value-- ▾ Zip Ext:		
Previous Next					
Records in Queue: 3 Field Name: Enter the chain of events - that caused the death B. Field Status: Resolved Current Action: Updating Record Unresolved List					

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3.9.8. Medical Tab 2

Functions ▾ Registration ▾ Reports ▾ Tools ▾ Help ▾															
Unresolved Work Queue Filter: MEDICAL DATA ENTRY INCOMPLETE ▾		Unresolved Work Queue: --Select a value-- ▾													
Demographic 1	Demographic 2	Demographic 3	Demographic 4												
Medical 1	Medical 2	Medical 3	Comments												
DATE AND TIME OF DEATH Date Of Death Type: ACTUAL ▾ Date Of Death From: 10/20/2008 To: ▾ ▾ ▾ Time Of Death Type: --Select a value-- ▾ Time Of Death From: ▾ ▾ ▾ AM/PM: --Select a value-- ▾ To: ▾ ▾ ▾ AM/PM: --Select a value-- ▾		DATE AND TIME PRONOUNCED DEAD Pronounced Date Type: --Select a value-- ▾ Date Pronounced Dead From: ▾ ▾ ▾ To: ▾ ▾ ▾ Time Pronounced Type: --Select a value-- ▾ Time Pronounced Dead From: ▾ ▾ ▾ AM/PM: --Select a value-- ▾ To: ▾ ▾ ▾ AM/PM: --Select a value-- ▾													
Cause Of Death - Part I <input type="checkbox"/> Cause Of Death Is Pending Enter the <u>chain of events</u> - diseases, injuries, or complications that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line: <table> <tr> <td>a:</td> <td></td> <td>Approximate Interval: Onset to Death</td> </tr> <tr> <td>b:</td> <td></td> <td></td> </tr> <tr> <td>c:</td> <td></td> <td></td> </tr> <tr> <td>d:</td> <td></td> <td></td> </tr> </table>				a:		Approximate Interval: Onset to Death	b:			c:			d:		
a:		Approximate Interval: Onset to Death													
b:															
c:															
d:															
Cause of Death - Part II : Enter other significant conditions contributing to death but not resulting in the underlying cause given in Part I 															
MANNER OF DEATH Manner of death: --Select a value-- ▾		AUTOPSY INFORMATION Was an Autopsy Performed: --Select a value-- ▾ Were Autopsy Findings Available to Complete Cause of Death: --Select a value-- ▾													
DID TOBACCO USE CONTRIBUTE TO DEATH Tobacco use contribute to death: --Select a value-- ▾		IF FEMALE (AGED 10-54) PREGNANT Pregnant: NOT APPLICABLE ▾													
Previous Next															
Records in Queue: 1 Field Name: Place Of Death Field Status: Unresolved Current Action: Updating Record Unresolved List															

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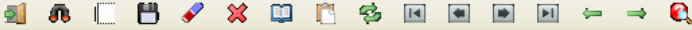
3.9.9. Medical Tab 3

Functions ▾ Registration ▾ Reports ▾ Tools ▾ Help ▾			
Unresolved Work Queue Filter: MEDICAL DATA ENTRY INCOMPLETE ▾		Unresolved Work Queue: --Select a value-- ▾	
Demographic 1	Demographic 2	Demographic 3	Demographic 4
Medical 1	Medical 2	Medical 3	Comments
Any Injury Information To Report(Medical Data Entry)			
DATE AND TIME OF INJURY Any Injury Information To Report: --Select a value-- ▾ Injury Date Type: --Select a value-- ▾ Date Of Injury From: <input type="text"/> / <input type="text"/> / <input type="text"/> To: <input type="text"/> / <input type="text"/> / <input type="text"/> Injury Time Type: --Select a value-- ▾ Injury Time From: <input type="text"/> : <input type="text"/> AM/PM: --Select a value-- ▾ To: <input type="text"/> : <input type="text"/> AM/PM: --Select a value-- ▾		PLACE OF INJURY Place of Injury: <input type="text"/> Injury at Work: --Select a value-- ▾ Street Address: <input type="text"/> Apt: <input type="text"/> Latitude/Longitude: <input type="text"/> State/Country: --Select a value-- ▾ County: --Select a value-- ▾ City/Town: --Select a value-- ▾ Zip: --Select a value-- ▾ Zip Ext: <input type="text"/>	
DESCRIBE HOW INJURY OCCURED. IF TRANSPORTATION INJURY, STATE THE TYPE(S) OF VEHICLES INVOLVED: Describe how injury occurred: <input type="text"/>			
TRANSPORTATION INJURY INFORMATION Was injury related to a transportation accident: --Select a value-- ▾ If Transportation Injury, (Specify): --Select a value-- ▾ (Specify): <input type="text"/>		WHAT SAFETY DEVICE(S) DID DECEDENT USE/EMPLOY: <input type="checkbox"/> Seat Belt <input type="checkbox"/> Child Safety Seat <input type="checkbox"/> Helmet <input type="checkbox"/> Air Bag <input type="checkbox"/> None <input type="checkbox"/> Unknown	
Previous		Next	
Records in Queue: 1 Field Name: Any Injury Information To Report Field Status: Unresolved Current Action: Updating Record Unresolved List			

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3.9.10. Comments Tab

Functions
Registration
Reports
Tools
Help



Unresolved Work Queue Filter:
MEDICAL DATA ENTRY INCOMPLETE

Unresolved Work Queue:
RICHMOND JANE 10/10/2008

Demographic 1
Demographic 2
Demographic 3
Demographic 4
Medical 1
Medical 2
Medical 3
Comments

Tobacco use contribute to death(Medical Data Entry)

COMMENTS


Enter any comments into the box below

Add Comments

Previous

Next

Records in Queue: 3
Field Name: Tobacco use contribute to death
Field Status: Resolved
Current Action: Updating Record
Unresolved List

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4.0 MEDICAL DATA ENTRY AND CERTIFICATION FUNCTIONS

This section provides detailed information about the Idaho Web Death Module regarding functions related to Medical Data Entry and Certification:

[Start a New Record / Pick-up an Existing Record](#)

[Search for a Record](#)

[Canceling Changes](#)

[Returning to the Main Menu](#)

[Unresolved Fields List](#)

[Medical Data Entry Tips](#)

[Medical Certification](#)

[Drop-to-Paper Idaho Death Certificate](#)

[De-Certifying a Record](#)

[Proxy Demographic Data Entry](#)

[Supplemental to the Death Certificate](#)

[Respond to Query](#)

[Coroner Referral Processing](#)

[BTP Authorization](#)

[Cremation Authorization](#)

[Print BTP/Blank BTP](#)

[Print Blank Death Certificate](#)


[Decline a Record](#)

[Reports](#)

Record completion and submission for further processing is accomplished when the Medical Certifier enters their PIN to Medically Certify the record. A Medical Office will need to perform the following basic processes:


- Medical Data Entry
- Medical Certification

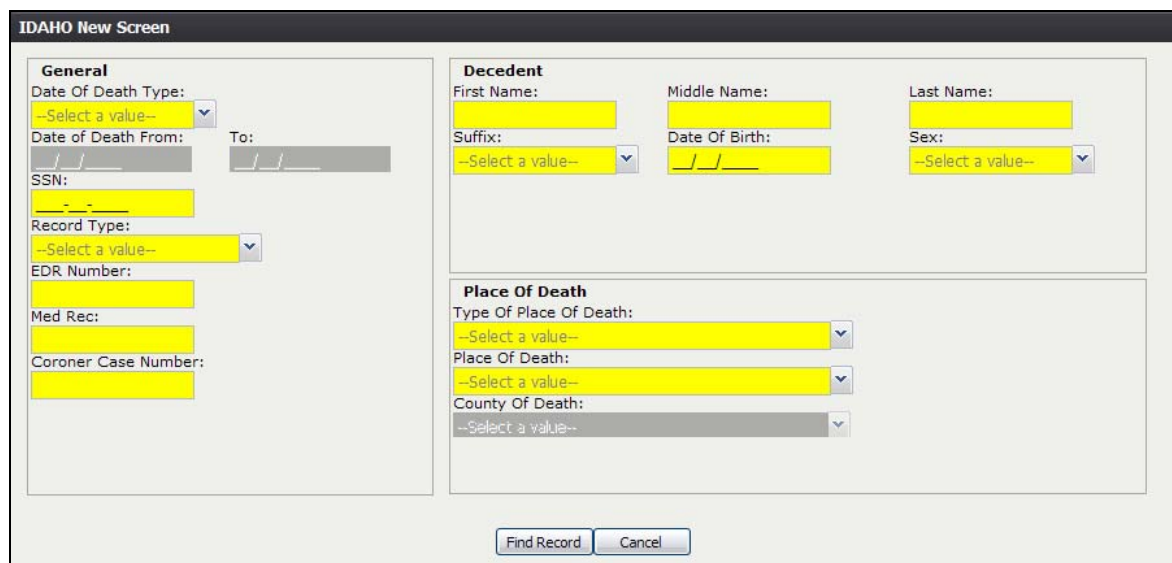
Under certain circumstances, some of the other processes listed above will need to be performed by a Medical Office. These circumstances and subsequently performed processes will be discussed in this section.

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4.1. Start a New Record / Pick-up an Existing Record


The **NEW Record** function allows authorized users to create/initiate or pick-up a death record within the Idaho Web Death Module. Users will be able to start new records or retrieve records that are already in the system so that medical data-entry and certification may be performed. These records include those that demographic data-entry users and/or verifiers already initiated in the Idaho Web Death Module.

1. Login to the Idaho Web Death Module following [Login – System Access](#) instructions.
2. Click on the ‘New’ icon  or select the **Registration/New** menu item to initiate a new death record.
3. The New record screen will appear:




4. Enter all available information about the decedent in the following fields:

Field Name	User Action
General Frame	
Date of Death Type	Select Date of Death Type from drop down list with following options: ✓ <i>Actual</i> ✓ <i>Estimated</i>

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Field Name	User Action
M Date of Death	Enter Date(s) (If Date of Death Type selected is <i>Actual</i> only the Date of Death From field will become enabled. If Date of Death Type selected is <i>Estimated</i> , both Date of Death From and To will become enabled)
K SSN (Social Security Number)	Enter Number
M Record Type	Select Record Type from drop-down list with following options: ✓ <i>Identified</i> ✓ <i>Unidentified</i> (If this option is selected, either the Coroner's Case Number or the EDR Number must be provided as a Key field) ✓ <i>Special Circumstances</i> (Option available in list ONLY if login location is State Office or LHD)
K EDR Number	Enter Number
K Med Rec Number	Enter Number (If this number is entered as a Key field, County of Death must be provided)
K Coroner Case Number	Enter Number (If this number is entered as a Key field, County of Death must be provided)
Decedent Frame	
First Name	Enter Text
Middle Name	Enter Text
M Last Name	Enter Text (If Record Type is <i>Unidentified</i> , 'Unknown' will be entered in this field)
Suffix	Select one from the drop-down list
Date of Birth	Enter Date
M Gender	Select one from the drop-down list
Place of Death	
Type of Place of Death	Select one from the drop-down list
Place of Death	Select one from the drop-down list
County of Death	Select one from the drop-down list (Captured only if Type of Place of Death is selected as <i>Decedent's Home</i> or <i>Other</i>)

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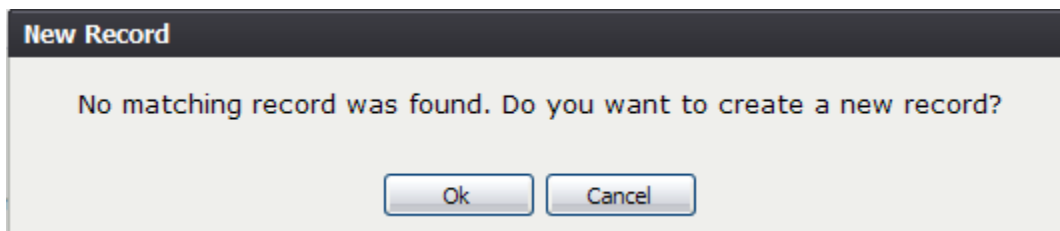
M: Mandatory Field

K: Key Field (mandatory **minimum of one (1) key field** must be provided)

5. Focus is initially set on the 'Date of Death Type' field. Select an option from the associated drop down list. Depending on the option you select, only the 'Date of Death From' field will become enabled or both the 'Date of Death From' and 'To' fields will become enabled.
6. The 'Date of Death' field(s) is/are **mandatory** (you cannot start a record without typing an acceptable value in a mandatory field.) Enter data in the 'Date of Death' field(s) and press 'Tab' to advance to the next field.
7. At the minimum, you must enter four (4) **mandatory** fields and one (1) of the four **key** fields. Adhere to the guidelines in step 4 and enter all available record data and click on the '**Find Record**' button. The Idaho Web Death Module will perform an implicit search for matching records.


a. No record match

- If a match is NOT found, the application will display the following message. Click '**OK**' to create a NEW record.

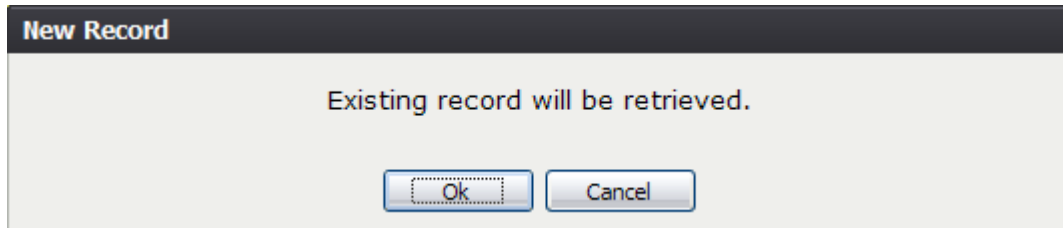


b. Single record match on Key field:

- If a match is found on a single record and if the matching record already contains a state file date, you will be notified that a matching record that has already been filed exists. Click 'Add New' to create a new record or 'Cancel' to Cancel. If you click 'Add New' the new record and the existing record will be marked as suspected duplicates. If the matching filed record is a 'presumptive' record type, the new record will be marked as a 'Replacement' record. The system will create a new record and allow you to proceed with data entry.
- If a match is found on a single record and if the matching record does not have a state file date and is not already owned by a different location of the same entity type (different funeral home if the current login location type is a

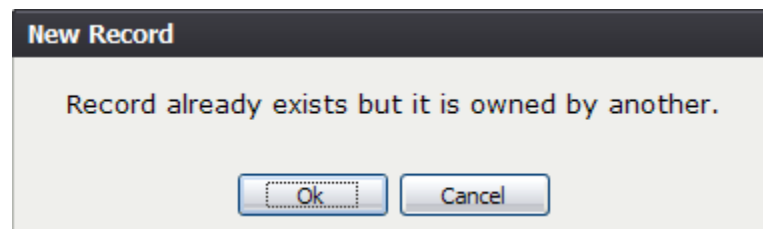
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funeral home etc.) you will be notified as such, the record will be retrieved, and you will be able to continue data entry on the existing record.

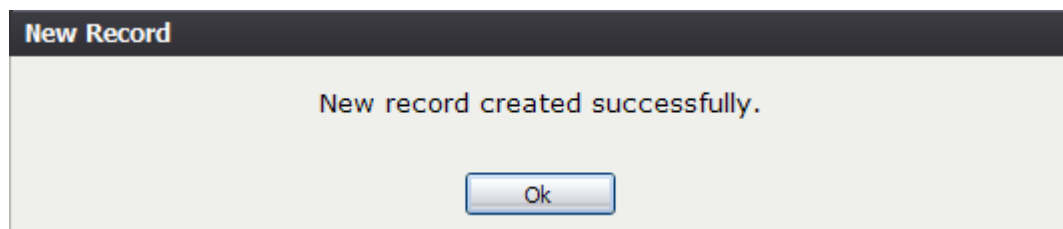



Click **'OK'** to continue data entry on the existing record or **'Cancel'** to return to the New screen. If you click **'OK'** the current login location will become the owner of the record related to their location type.

- If a match is found on a single record and if the matching record does not have a state file date but is already owned by a different location of the same entity type (current login location type is funeral home and there is already a funeral home associated with the record etc.) you will be notified that a matching record exists that is owned by a different entity.



Click **'OK'** to create a new record or **'Cancel'** to return to the New screen. If you click **'OK'** the system will create a new record and allow you to continue data entry and to become the owner of the new record related to your location type.

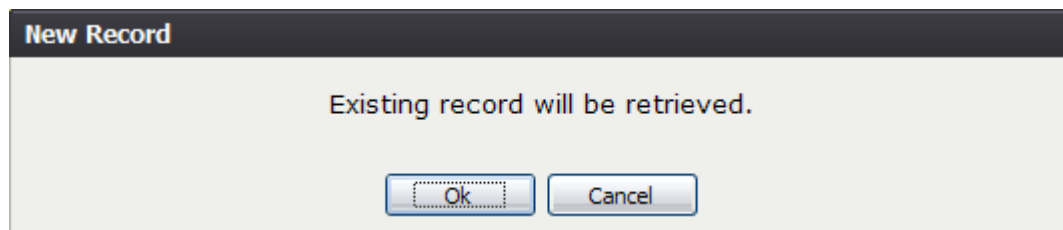


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The new record and the existing record will be marked as suspected duplicates.


c. Single record match on Demographic field:

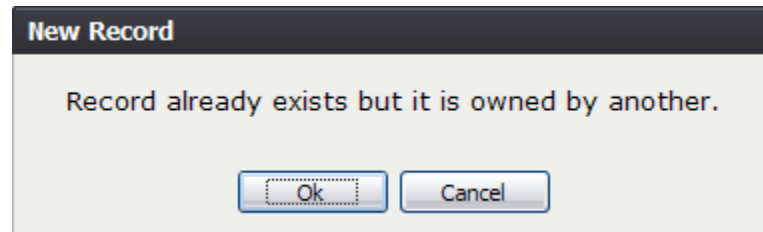
- If a match is found on a single record and if the matching record already contains a state file date, you will be notified that a matching record that has already been filed exists. Click 'Add New' to create a new record or 'Cancel' to Cancel. If you click 'Add New' the new record and the existing record will be marked as suspected duplicates. If the matching filed record is a 'presumptive' record type, the new record will be marked as a 'Replacement' record. The system will create a new record and allow you to proceed with data entry.
- If a match is found on a single record and if the matching record does not have a state file date and is not already owned by a different location of the same entity type (different funeral home if the current login location type is a funeral home etc.) you will be notified as such, the record will be retrieved, and you will be able to continue data entry on the existing record.



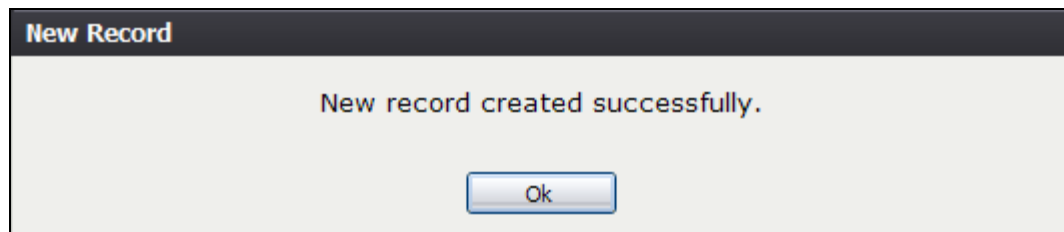
Click '**OK**' to continue data entry on the existing record or '**Cancel**' to return to the New screen. If you click '**OK**' the current login location will become the owner of the record related to their location type.

- If a match is found on a single record and if the matching record does not have a state file date but is already owned by a different location of the same entity type (current login location type is funeral home and there is already a funeral home associated with the record etc.) you will be notified that a matching record exists that is owned by a different entity.

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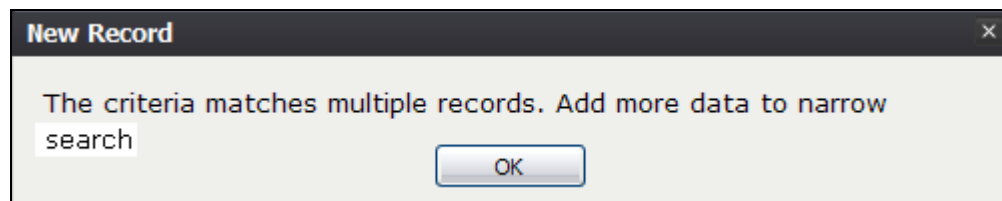
Click '**OK**' to create a new record or '**Cancel**' to return to the New screen. If you click '**OK**' the system will create a new record and allow you to proceed with data entry and to become the owner of the new record related to your location type.




The new record and the existing record will be marked as suspected duplicates.


d. Multiple Record Match

- If multiple records appear to match, you will be requested to enter more of the initial information and try again.




Click '**OK**' to enter/edit more information and re-initiate search process.

8. Once a record is displayed on the screen click on the '**Save**'  icon or select the **Registration/Save** menu item to save.

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9. Proceed with medical data-entry by completing the information requested on Medical Tabs 1 – 3. See [Medical Data Entry Tips](#) for more details on how to complete the record.

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4.2. Search for a Record

Searching for a record in the Idaho Web Death Module can be accomplished using the following options:

- Search Screen
- Work Queue Search

4.2.1. Search Screen


The same search screen will apply to Demographic Data Entry, Medical Data Entry and the General Data Entry processes. The search screen will support a 'fuzzy' search allowing entry of combinations of any of the following data fields:

- FH Case #
- Decedent Last Name
- Decedent First Name
- Decedent Middle Name
- Decedent Gender
- County of Occurrence
- Month of Death
- Day of Death
- Year of Death
- Month of Birth
- Day of Birth
- Year of Birth
- Medical Certifier
- Funeral Home
- Mother's First Name
- Mother's Maiden Last Name
- Father's First Name
- Father's Last Name
- Coroner Case Number
- EDR Number
- Place of Death

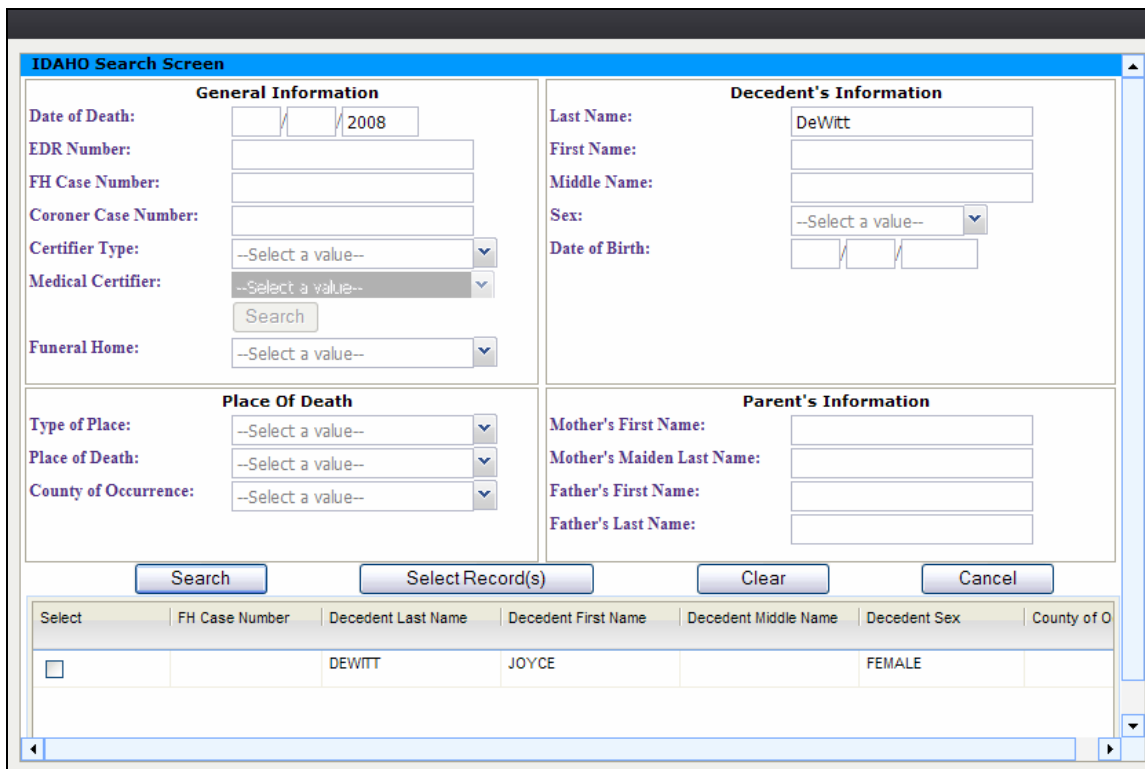
Regardless of search criteria entered, records will be filtered according to entity access rules. For instance, a Medical Office will only be able to retrieve records that are associated with that Medical Office.

Searches that include all or part of the Decedent Name will find records where the name matches either the decedent's name or either of the two supported AKA name fields.

A Search will return a grid of matching records. The grid will contain the above fields in the above order.

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5. Click on the **‘Search’** button to search the Idaho Web Death database.
- ✓ Records that match the search criteria populate the grid in the lower half of the screen.



IDAHO Search Screen

General Information

Date of Death:

EDR Number:

FH Case Number:

Coroner Case Number:

Certifier Type:

Medical Certifier:

Funeral Home:

Decedent's Information

Last Name:

First Name:

Middle Name:

Sex:

Date of Birth:

Place Of Death

Type of Place:

Place of Death:

County of Occurrence:

Parent's Information

Mother's First Name:


Mother's Maiden Last Name:

Father's First Name:

Father's Last Name:

Select	FH Case Number	Decedent Last Name	Decedent First Name	Decedent Middle Name	Decedent Sex	County of O
<input type="checkbox"/>		DEWITT	JOYCE		FEMALE	

6. Click the checkbox in the ‘Select’ column next to the appropriate records to select. Selected records will be highlighted in blue.
7. Click on **‘Select Record(s)’** to retrieve record(s) to the Work Queue. The record that was selected that was highest in the record grid will appear on the screen as an active record for additional review and/or processing.
8. Select a record from the work queue by clicking on it to retrieve it to the screen. See Work Queue Search for information about how to identify and select a record in the work queue.
9. The selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

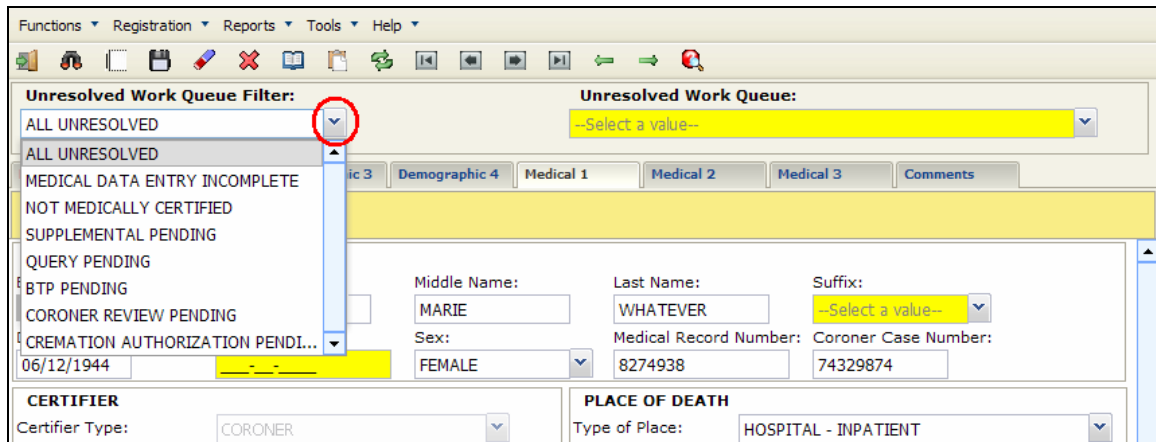
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4.2.2. Work Queue Search

The Work Queue in the Medical Data Entry process will contain death records associated with the login location that still require some type of action by the login location. This will include records that have been started at the medical office where the medical data entry or some other processing step is not complete. The work queue can be filtered according to the various reasons due to which a record may be held.

The list in the work queue will be sorted by the date of death and will display the decedent's Name (last, first) and Date of Death.


1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. From the drop-down list, set the filter for the appropriate record type. Options include:



Filter Name

Definition

All Unresolved	All records that require any action regarding any of the following: Medical data entry, Medical Certification, responding to supplemental, responding to a Query, BTP Pending, Coroner Review Pending, Cremation Authorization Pending
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Filter Name	Definition
Medical Data Entry Incomplete	All records where Medical Data entry has not been completed
Not Medically Certified	All records where Medical Data Entry has been completed but Medical Certification has not been done. Note that records for which medical data entry is incomplete will not appear under this filter.
Supplemental Pending	All records where Nosology Review requested (electronic) a supplemental
Query Pending	All records that have a State generated a query to the Medical Certifier.
BTP Pending	All records that require electronic signature on the BTP by participating Medical Certifier

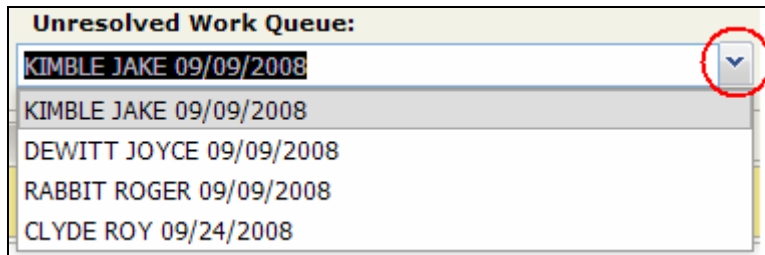
Coroner Office Additional Filters

If the location type is a coroner's office, the following additional filter options will apply:


Filter Name	Definition
Coroner Review Pending	All records referred for review by either a funeral director or Nosology review. Note: the 'All Unresolved' category does not include these records.
Cremation Authorization Pending	All records requiring electronic signature on the Cremation Authorization section of the BTP. Note: the 'All Unresolved' category does not include these records.

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- From the record list, select the appropriate record by clicking on it or with focus on the list start typing decedent's last name (if available.)





- Selected record will be retrieved by the system and its information will appear on the screen as an active record for additional review and/or processing.

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4.3. Canceling Changes

A user may cancel changes made to a record since it was last saved in Medical Data Entry.


1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Retrieve an existing record using the [Work Queue Search](#) or the [Search Screen](#).
3. Enter information or modify information entered in any of the data entry fields.
4. If you wish to cancel the changes made to the record, click the '**Cancel**' icon  or select the **Registration/Cancel** menu item. The changes will be canceled and the record will be restored to its previously saved state.

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4.4. Returning to the Main Menu

A user may return to the Idaho Web Death Main Menu screen at any time by selecting the **Functions/Home** menu item.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Functions/Home** menu item on the Medical Data Entry and Certification menu screen to return to the Idaho Web Death Main Menu.


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4.5. Unresolved Fields List

Using the Unresolved Fields List

Depending on the type of record, a number of actions need to be performed before a record is ready to be submitted for further processing. To check if all data items and actions were performed, use the Unresolved Fields List to identify areas that require some sort of action before the record is resolved. The Unresolved Fields List displays individual data fields and processes that need to be completed for a specific record before it can be resolved.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Retrieve an existing record or create a new record.
3. Click the '**Unresolved List**' button in the lower right-hand corner of the screen to open the list.

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Functions ▾ Registration ▾ Reports ▾ Tools ▾ Help ▾

Unresolved Work Queue Filter: MEDICAL DATA ENTRY INCOMPLETE ▾ Unresolved Work Queue: RICHMOND JANE 10/10/2008 ▾

Demographic 1 Demographic 2 Demographic 3 Demographic 4 Medical 1 Medical 2 Medical 3 Comments

Enter the chain of events - diseases, injuries or complications - that directly caused the death B.(Medical Data Entry)

GENERAL INFORMATION

EDR Number: 000000001220 First Name: JANE Middle Name: Last Name: RICHMOND Suffix: --Select a value-- ▾

Date Of Birth: 01/01/1970 SSN: 246-83-5790 Sex: FEMALE Medical Record Number: 6589689 Coroner Case Number: 5456

CERTIFIER

Certifier Type: CORONER ▾ Search

Certifier Name: GAURAV ▾

Certifier Office Name: ADAMS COUNTY CORONER'S OFFICE

Phone: (208) 253-4242 Fax: (208) 253-6849 E-Mail Address: preload_joesuew@starband.net Preferred Method Of Contact: EMAIL License Number: Address: 4256 LANDORE ROAD State/Country: IDAHO County: ADAMS City/Town: COUNCIL Zip: 83612 Zip Ext: Date Certifier Signed: / /

PLACE OF DEATH

Type of Place: HOSPITAL - EMERGENCY ROOM/OUTPATIENT ▾


Place Of Death: --Select a value-- ▾

Street Address: Or Latitude/Longitude: State: --Select a value-- ▾ County: --Select a value-- ▾ City/Town: --Select a value-- ▾ Zip: --Select a value-- ▾ Zip Ext:

Previous Next


Records in Queue: 3 Field Name: Enter the chain of events - that caused the death B. Field Status: Resolved Current Action: Updating Record Unresolved List

- The Unresolved List will display. Unresolved fields will be displayed in the top portion of the screen and unresolved processes in the bottom portion.

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Unresolved Field List			X
Demographic 1	Demographic 2	Demographic 3	
Demographic 4	Medical 1	Medical 2	
	Place of Death State/Country	Was an Autopsy Performed?	
	Place of Death County	Time Of Death Type	
	Place Of Death Street Address		
	Place Of Death Occured	Medical 3	
	Place of Death City/Town	Was injury related to a transportation accident	
	Latitude/Longitude	Describe How Injury Occured	
	Place of Death Zip		
	Place of Death Zip Ext		
	Decedents Middle Name		
	Decedents Suffix		
<p align="center">Filter Queue Status Fields</p> <p align="center">MEDICAL DATA ENTRY INCOMPLETE</p> <p align="center"><input type="button" value="OK"/></p>			

5. You may navigate to any unresolved field in the list by clicking on it.
6. To close the Unresolved List and return to the screen you were previously viewing, click the **X** in the upper right hand corner of the Unresolved List or the '**OK**' button at the bottom of the screen.

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4.6. Medical Data Entry Tips

The objective of this chapter is to address data entry completion topics so that records may be available for further processing. Most of the data items that need to be completed will only require the 'Tab' key to advance to the field, typing the necessary information and then pressing the 'Tab' key to advance again. This chapter attempts to address the remaining scenarios.

4.6.1. Certifier Fields

The 'Certifier' fields are among the first ones encountered once the record is initiated by entering data on the 'New Record' screen. If the login location has multiple Certifier Types, a user will need to select a Certifier Type from a drop-down list. Once the Certifier Type is selected, the user may search for a specific Certifier using the '**Search**' button or may select a Certifier from the 'Certifier Name' drop-down list. Address and contact information of the selected Certifier will automatically populate on the screen and will not be editable.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Retrieve an existing record or create a new record.
3. If not automatically populated, select the desired Certifier Type from the 'Certifier Type' drop-down list (located below the Certifier fields on the Medical 1 tab)

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CERTIFIER

Certifier Type: --Select a value-- 

Search

Certifier Name:

Certifier Office Name:

Phone:

Fax:

E-Mail Address:

Preferred Method Of Contact:

License Number:

Address:

State/Country:

County:


City/Town:

Zip: Zip Ext:


Date Certifier Signed: _/_/_

4. With the 'Certifier Type' selected, click on the '**Search**' button to search for a desired Certifier.

CERTIFIER

Certifier Type: PHYSICIAN 

Search

Certifier Name: --Select a value-- 

Certifier Office Name:

Phone:

Fax:

E-Mail Address:

Preferred Method Of Contact:

License Number:

Address:

State/Country:


County:

City/Town:

Zip: Zip Ext:

Date Certifier Signed: _/_/_

5. Enter all available information about the Certifier you are looking for on the screen below and click '**Search**'.

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Search - Certifier

First Name Middle Name

Last Name

6. All Certifiers at that login location who match the search criteria entered will populate the grid below.

Search - Certifier


First Name Middle Name

Last Name

First Name	Middle Name	Last Name	Office Name	Address
DAVID	HARLIN	SMITH	SMITH, DAVID HARLIN MED OFFICE	235 WE

Click on the desired grid entry to select the Certifier and click '**OK**'.

7. The selected Certifier's name will appear in the 'Certifier Name' field and the Certifier's Address and Contact Information will populate the corresponding fields.

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CERTIFIER	
Certifier Type:	PHYSICIAN
<input type="button" value="Search"/>	
Certifier Name:	DAVID
Certifier Office Name:	SMITH, DAVID HARLIN MED OFFICE
Phone:	
Fax:	
E-Mail Address:	
Preferred Method Of Contact:	MAIL
License Number:	M-01764
Address:	235 WEST 13TH STREET
State/Country:	IDAHO
County:	BONNEVILLE
City/Town:	IDAHO FALLS
Zip:	83402
	Zip Ext:
Date Certifier Signed:	<input type="text"/>

4.6.2. Pick List Navigation (MindsEye©)

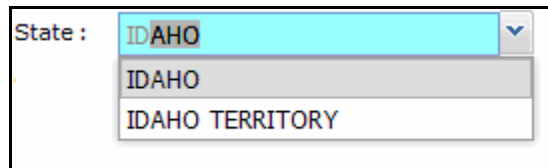
The Decedent's Place of Death fields illustrate the concept of 'drop-down' menus. Using abbreviations, as discussed in the examples below, will expedite data entry.

PLACE OF DEATH	
Type of Place:	OTHER (SPECIFY)
(Specify):	James Beach Hospital
Street Address:	78 University Drive
Or	
Latitude/Longitude:	<input type="text"/>
State:	--Select a value--
County:	--Select a value--
City/Town:	--Select a value--
Zip:	--Select a value--
Zip Ext:	<input type="text"/>

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.

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2. Retrieve an existing record or create a new record.
3. Set focus on the 'State' field by clicking on the field. Begin typing the name of the state or country you wish to enter in this field.




- ✓ The drop-down list will populate with the names of those states that match the information typed in. The field itself will auto-populate with the name of the state that matches the information typed in.
 - ✓ Some geographic entries that include state and city also capture the county as is the case here. As a result, the list of cities is filtered to include only cities within the state and county already selected. Some geographic questions require only the state and city. If the 'State/Country' field is not populated, you will not be able to select a value in the 'County' or 'City' fields. If a state is selected in the 'State/Country' field, then the 'County' must be selected before the list of options for the "City" field is available.
 - ✓ If a foreign country is selected in the 'State/Country' field, then the 'County' field will be disabled (if it is part of the address.) In these cases, selecting the foreign country will disable the 'County' field and load the 'City' pick-list with options associated with the country selected.
4. With focus on the 'County' field, begin typing the name of any county in the state selected in the 'State' field. When the desired option is highlighted press the 'Tab' key to select that choice and advance to the next field.

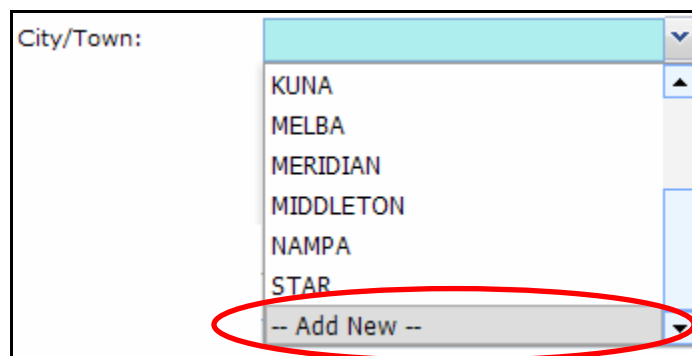
4.6.3. Making New Entries in Pick Lists

When a Town or City you want is *not in the list* even though it is a valid Town/City, you can add your entry to the list. This is referred to as 'Add on the Fly'. It allows the user to add an item that is not in the list when necessary. To access this choice:

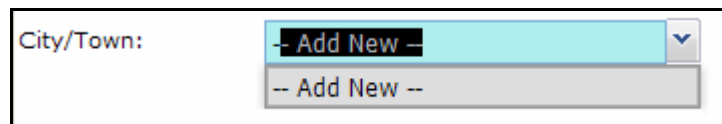
1. Complete data entry in the 'Place of Death' fields up to the 'County' field as shown in section [4.4.2 Pick List Navigation](#).

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2. Set focus on the 'City/Town' pick list. Open the list by pressing the 'Down Arrow' button and use one of the following methods to add a City/Town on the fly:
3. Select the '—Add New—' option by one of the following options:
 - a. Use the mouse to SCROLL down to the bottom of the list. The very last option in the list that will allow 'Add on the Fly' is a choice '-- Add New--'.



- b. OR use a keyboard short-cut. The first character of this special entry is a hyphen '-'. Type this character into the 'City Of Birth' field and press 'Enter' to select that option.



4. The 'AOF – City/Town' screen will appear.

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AOF - City/Town

State/Country: IDAHO

County: ADA

City/Town:

FIPS Code:

Local Code:


City/Town	State/Country	County	Fips Code	Local Code	Display in List	Validated	Record Time Stamp
Carlisle	IDAHO	ADA			NEVER	False	10/6/2008 12:10:26 PM

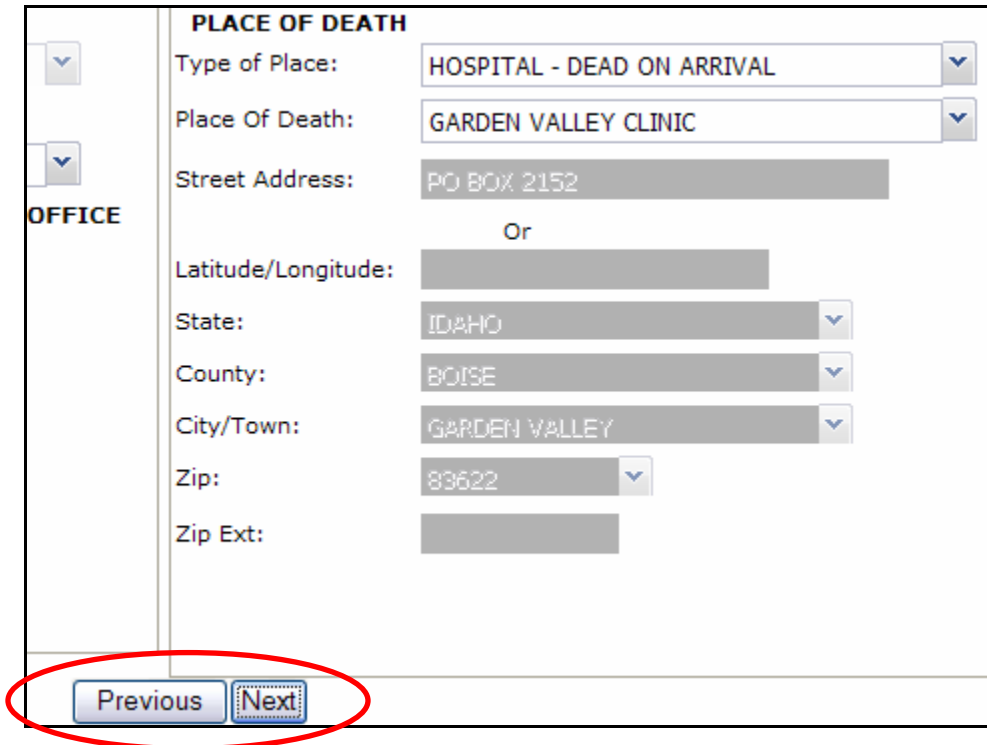
OK CANCEL

- Look at the list in the grid at the bottom of the screen (if there is one) to see if the item you need may already be there. This would be the case if the item has already been added 'On the Fly' by someone else but has not yet been 'reviewed' and accepted by the State Office as a valid new addition to the list. If the option you need is in the list, click on it with the mouse and then click on **'OK'**.
- If the item is not in the extended list, set focus on the 'City/Town' field, type in the new entry you need and click **'OK'**. The new location will be added on the fly.

4.6.4. Screen Tab Navigation – Next and Previous buttons

Depending on the 'Type of Place' of Death entered in the Place of Death fields, the 'Place of Death' field or the 'Zip Ext' field will be the last field on the 'Medical 1' tab and therefore the next field that needs a response will be on the 'Medical 2' tab.

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PLACE OF DEATH

Type of Place:

Place Of Death:

Street Address:

Or

Latitude/Longitude:

State:

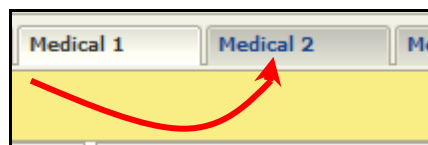
County:

City/Town:

Zip:


Zip Ext:

Pressing 'Tab' from the 'Place of Death' field will advance the user to the '**Next**' button located at the bottom of the screen. When focus is on the '**Next**' button a user can press the 'Enter' key to advance to the 'Medical 2' screen. Users can also navigate to various Screen Tabs by clicking on them with a mouse. Clicking on the '**Previous**' button will take a user to the previous screen.



4.6.5. Date and Time of Death/Date and Time Pronounced Dead

The 'Date and Time of Death' and 'Date and Time Pronounced Dead' fields will require a user to enter the 'Date of Death Type' and 'Pronounced Date Type' as well as the 'Time of Death Type' and 'Time Pronounced Type' which in each case will be either '*Actual*' or '*Estimated*'.

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DATE AND TIME OF DEATH		DATE AND TIME PRONOUNCED DEAD	
Date Of Death Type:	--Select a value--	Pronounced Date Type:	--Select a value--
Date Of Death From:	<div> <div></div> <div></div> <div></div> </div>	To:	<div> <div></div> <div></div> <div></div> </div>
Time Of Death Type:	--Select a value--	Date Pronounced Dead From:	<div> <div></div> <div></div> <div></div> </div>
Time Of Death From:	<div> <div></div> <div></div> <div></div> </div>	To:	<div> <div></div> <div></div> <div></div> </div>
	AM/PM: --Select a value--	Time Pronounced Type:	--Select a value--
To:	<div> <div></div> <div></div> <div></div> </div>	Time Pronounced Dead From:	<div> <div></div> <div></div> <div></div> </div>
	AM/PM: --Select a value--	To:	<div> <div></div> <div></div> <div></div> </div>
			AM/PM: --Select a value--

Depending on whether the user chooses ‘*Actual*’ or ‘*Estimated*’, a single date/time field or a date/time range will become enabled in each case for data entry.

Date Of Death Type:

ACTUAL

ESTIMATED

4.6.6. Cause of Death fields

Cause of Death fields will require a user to enter the chain of events - diseases, injuries, or complications that directly caused the death. Terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation should not be entered without showing the reasons for the occurrence of these events.


Cause Of Death - Part I
☐ Cause Of Death Is Pending

Enter the chain of events - diseases, injuries, or complications that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line:

a:		Approximate Interval: Onset to Death	
b:			
c:			
d:			

Cause of Death - Part II : Enter other significant conditions contributing to death but not resulting in the underlying cause given in Part I

If the ‘Cause of Death Is Pending’ checkbox is checked, all Cause of Death fields will be disabled.

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Cause Of Death - Part I <input checked="" type="checkbox"/> Cause Of Death Is Pending	
Enter the <u>chain of events</u> - diseases, injuries, or complications that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line:	
a: <input type="text"/> b: <input type="text"/> c: <input type="text"/> d: <input type="text"/>	Approximate Interval: Onset to Death <input type="text"/> <input type="text"/> <input type="text"/>
Cause of Death - Part II : Enter other significant conditions contributing to death but not resulting in the underlying cause given in Part I <input type="text"/>	


4.6.7. Date and Time of Injury AND Place of Injury fields

These fields will capture injury-related information as shown below.

DATE AND TIME OF INJURY Any Injury Information To Report: YES <input type="button" value="v"/> Injury Date Type: --Select a value-- <input type="button" value="v"/> Date Of Injury From: <input type="text"/> To: <input type="text"/> Injury Time Type: --Select a value-- <input type="button" value="v"/> Injury Time From: <input type="text"/> AM/PM: --Select a value-- <input type="button" value="v"/> To: <input type="text"/> AM/PM: --Select a value-- <input type="button" value="v"/>	PLACE OF INJURY Place of Injury: <input type="text"/> Injury at Work: --Select a value-- <input type="button" value="v"/> Street Address: <input type="text"/> Apt: <input type="text"/> Latitude/Longitude: <input type="text"/> State/Country: --Select a value-- <input type="button" value="v"/> County: --Select a value-- <input type="button" value="v"/> City/Town: --Select a value-- <input type="button" value="v"/> Zip: --Select a value-- <input type="button" value="v"/> Zip Ext: <input type="text"/>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

If a user enters 'NO' in the 'Any Injury Information To Report:' field, all other Date and Time of Injury and Place of Injury fields will be disabled.

DATE AND TIME OF INJURY Any Injury Information To Report: NO <input type="button" value="v"/> Injury Date Type: --Select a value-- <input type="button" value="v"/> Date Of Injury From: <input type="text"/> To: <input type="text"/> Injury Time Type: --Select a value-- <input type="button" value="v"/> Injury Time From: <input type="text"/> AM/PM: --Select a value-- <input type="button" value="v"/> To: <input type="text"/> AM/PM: --Select a value-- <input type="button" value="v"/>	PLACE OF INJURY Place of Injury: <input type="text"/> Injury at Work: --Select a value-- <input type="button" value="v"/> Street Address: <input type="text"/> Apt: <input type="text"/> Latitude/Longitude: <input type="text"/> State/Country: --Select a value-- <input type="button" value="v"/> County: --Select a value-- <input type="button" value="v"/> City/Town: --Select a value-- <input type="button" value="v"/> Zip: --Select a value-- <input type="button" value="v"/> Zip Ext: <input type="text"/>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

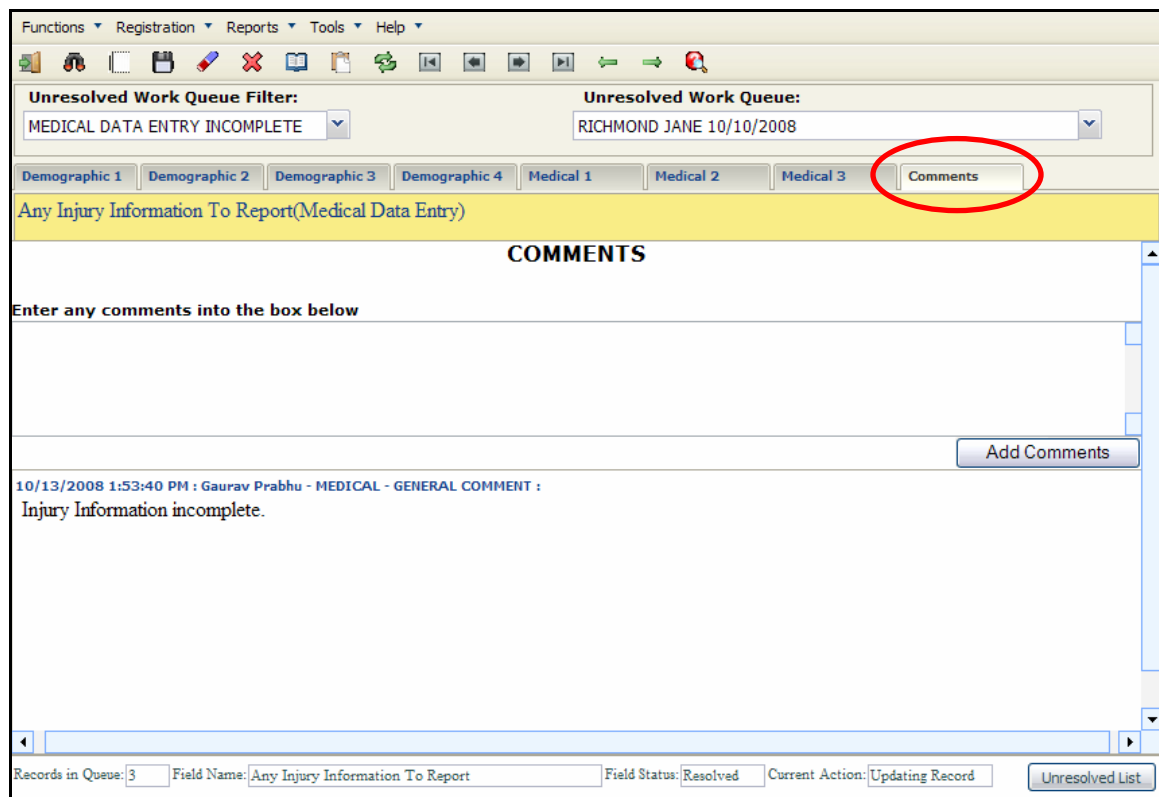
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4.6.8. Record Comments

Certain events that take place, such as when a coroner declines a designation or a referral, require that a comment be entered. These comments are stored and can be viewed in a grid on the Comments tab of the data entry screens. The following information regarding each comment will be stored:


- ✓ Action that Required the Comment
- ✓ User logged in when the comment was entered
- ✓ Date and time the comment was entered
- ✓ Text of the comment (600 characters)

Comments may be entered or viewed by clicking on the Comments Tab in Medical data Entry.



The screenshot shows the 'Medical Data Entry' application window. At the top, there is a menu bar with 'Functions', 'Registration', 'Reports', 'Tools', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into two sections. The top section is titled 'Unresolved Work Queue Filter:' and contains a dropdown menu set to 'MEDICAL DATA ENTRY INCOMPLETE'. To the right of this is another dropdown menu set to 'RICHMOND JANE 10/10/2008'. Below these are several tabs: 'Demographic 1', 'Demographic 2', 'Demographic 3', 'Demographic 4', 'Medical 1', 'Medical 2', 'Medical 3', and 'Comments'. The 'Comments' tab is highlighted with a red circle. Below the tabs is a yellow banner that reads 'Any Injury Information To Report(Medical Data Entry)'. The main content area is titled 'COMMENTS' and contains a large text box for entering comments. Below the text box is an 'Add Comments' button. At the bottom of the window, there is a status bar that displays 'Records in Queue: 3', 'Field Name: Any Injury Information To Report', 'Field Status: Resolved', 'Current Action: Updating Record', and an 'Unresolved List' button.


Enter a comment in the box provided and click the '**Add Comments**' button to add the entered comment to the record.

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4.7. Medical Certification

This section describes different aspects of Medical Certification and addresses certain implications of this process.


Performing Medical Certification


The Medical Certification process will be available from the Medical Data Entry screen. The medical certifier will need to click on the **Certify** icon  in order to access the Medical Certification Screen. The medical certification screen will support an option to view a preview of the death certificate containing all data items. The medical certifier can select this option to conveniently review the current data values before returning to the certify action. The certifier may also print the abstract if desired from this print preview screen.

Before medical certification can be successfully performed at a Medical Office, the following must be accomplished:

- ✓ Medical Data Entry Fields must all be resolved
- ✓ BTP Authorization must be completed
- ✓ Cremation Authorization must be completed (if applicable)

Important Note: A Medical Certifier can only perform medical certification on records that identify him/her on the record as the medical certifier.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Search for the desired record using the [Work Queue Search](#) by setting the unresolved work queue filter to **Not Medically Certified**.
3. Select a record from the Work Queue drop-down list.
4. When the appropriate record appears on the screen, click on the **‘Medical Certification’** icon  or select the **Registration/Medical Certification** menu item to initiate the medical certification process. The system will display a message ‘Are you sure you want to certify cause of death?’ Click **‘Yes’** to proceed with Medical Certification. The following screen will be displayed:

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Medical Certification			
DECEDENTS GENERAL INFORMATION			
First Name:	Middle Name:	Last Name:	Suffix:
FILMORE		SUNDERLAND	
DEATH INFORMATION			
Date Of Death Type:	From:	To:	
ACTUAL	10/10/2008		
Time Of Death Type:	From:	AM/PM:	
ACTUAL	10:00	AM	
	To:	AM/PM:	
VERIFIER INFORMATION			
Place Of Death:	Medical Certifier:		
LOST RIVERS HOSPITAL	GAURAV		
<input type="button" value="Preview"/> <input type="button" value="Certify"/> <input type="button" value="Cancel"/>			

5. To view a print preview of the Unofficial Death Certificate Abstract, click on the 'Preview' button. A message 'Report is Ready' will be displayed. Click 'OK' to preview the Death Abstract. If desired, you may print this Abstract.

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1013200832522PM861 - Windows In...

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1C


File Edit Go To Favorites Help


http://75.146.233.118/IDAHODeath/IDAHORPX/pdfG...

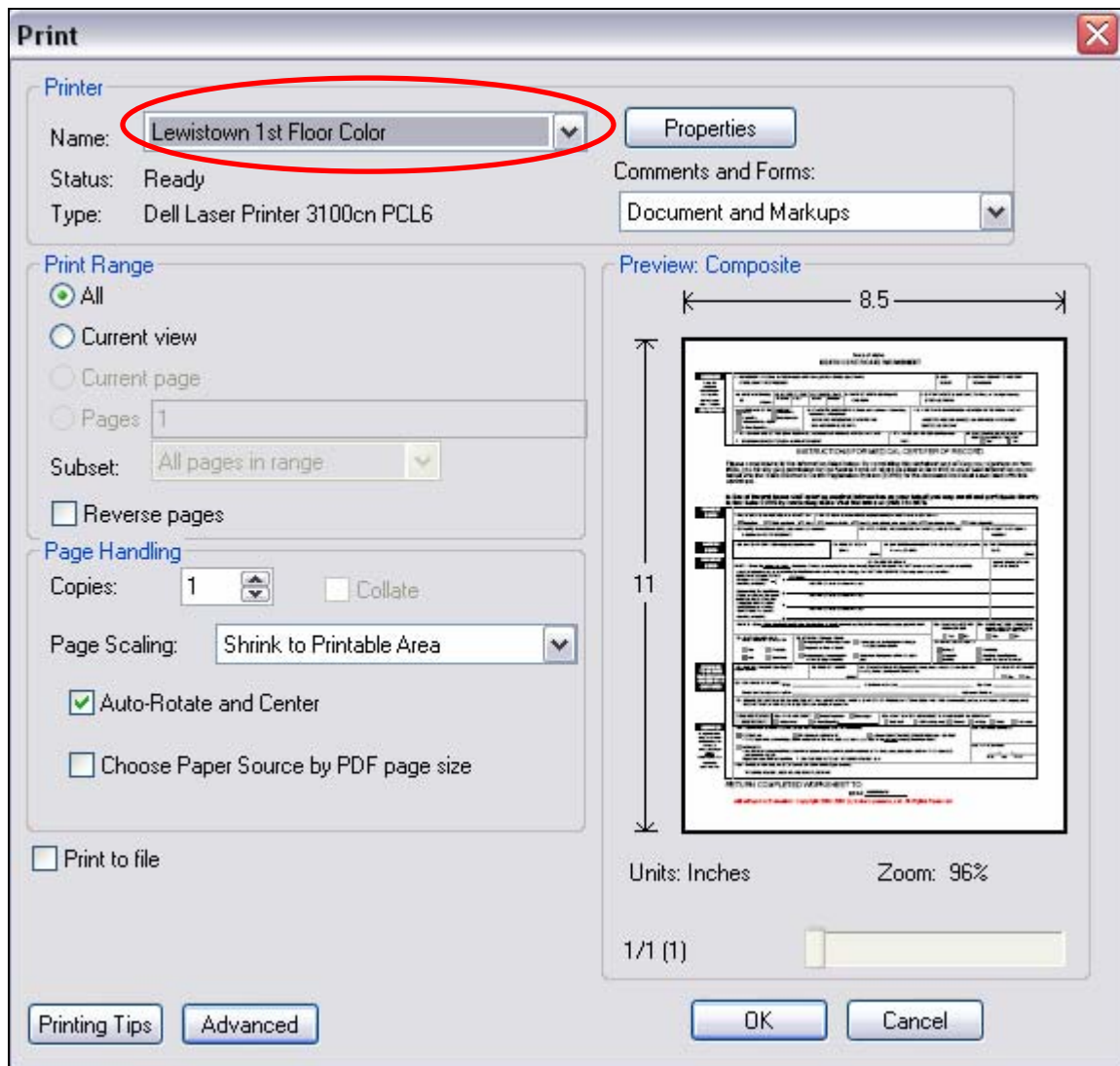
1 / 1 78.6% Find

Idaho
UNOFFICIAL DEATH CERTIFICATE ABSTRACT
THIS ABSTRACT IS NOT AN OFFICIAL, BOND CERTIFICATE OF DEATH AND IS NOT TO BE USED AS PRIMARY EVIDENCE OF THIS DEATH.

DECEDENT	* 1. DECEDENT'S LEGAL NAME (include AKA's if any) (First, Middle, Last, Suffix) FILMORE SUNDERLAND		2. SEX MALE	3. SOCIAL SECURITY NUMBER 975-31-8642
TYPE OR PRINT IN PERMANENT BLACK INK DO NOT USE FELT TIP PEN	4a. AGE-Last Birthday 25 (Years)	4b. UNDER 1 YEAR Months Days Hours Minutes	6. DATE OF BIRTH (Mo/Day/Yr) 01/02/1990	8. BIRTHPLACE (City and State, Territory, or Foreign Country) BOISE, IDAHO
	7a. RESIDENCE - STATE OR FOREIGN COUNTRY IDAHO	7b. COUNTY ADA	7c. CITY OR TOWN BOISE	7d. APT. NO. 8701
	7e. STREET AND NUMBER 34 CARL COURT	7f. ZIP CODE 83701	7g. INSIDE CITY LIMITS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	9. SURVIVING SPOUSE'S NAME (if wife, give maiden name) <input type="checkbox"/> Married <input type="checkbox"/> Married, but separated <input type="checkbox"/> Widowed <input checked="" type="checkbox"/> Divorced <input type="checkbox"/> Never married <input type="checkbox"/> Unknown			
PARENTS	11a. FATHER'S NAME (First, Middle, Last, Suffix) GEORGE SUNDERLAND		11b. BIRTHPLACE (State, Territory, or Foreign Country)	
	12a. MOTHER'S MAIDEN NAME (First, Middle, Last, Suffix) DARLA SUNDERLAND		12b. BIRTHPLACE (State, Territory, or Foreign Country)	
INFORMANT	13a. INFORMANT'S NAME (Type or print) ROMER TROY		13b. RELATIONSHIP TO DECEDENT	
DISPOSITION	14. METHOD OF DISPOSITION <input checked="" type="checkbox"/> Burial <input type="checkbox"/> Cremation <input type="checkbox"/> Donation <input type="checkbox"/> Entombment <input type="checkbox"/> Removal from Idaho <input type="checkbox"/> Other (Specify) _____		15. PLACE OF DISPOSITION (Name and address of cemetery, crematory, other place) ABERDEEN CEMETERY, ABERDEEN, IDAHO, ID 83310	
	16. NAME AND COMPLETE ADDRESS OF FUNERAL FACILITY ACCENT FUNERAL HOME, 1363 NORTH MAIN STREET, MERIDIAN, ID 83442			
PLACE OF DEATH	17a. SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH ELECTRONICALLY FILED: GAURAV PRASAD		17b. LICENSE NUMBER (Of licensee) 1234	18. WAS CORONER CONTACTED DUE TO CAUSE OF DEATH? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
DATE OF DEATH	19a. IF DEATH OCCURRED IN A HOSPITAL: <input checked="" type="checkbox"/> 19b. IF DEATH OCCURRED SOMEWHERE OTHER THAN A HOSPITAL: <input type="checkbox"/> Hospital <input type="checkbox"/> Other (Specify) _____		20. CITY, TOWN, OR LOCATION OF DEATH, AND ZIP CODE ARCO, ID 83313	
CAUSE OF DEATH	21. DATE OF DEATH (Mo/Day/Yr) (Spell month) October 10, 2008		22. TIME OF DEATH 10:00 (24hr)	23. DATE PRONOUNCED DEAD (Mo/Day/Yr) (Spell month) October 11, 2008
	24. TIME PRONOUNCED DEAD 01:00 (24hr)		25. CAUSE OF DEATH PART I. Enter the chain of events—diseases, injuries, or complications—that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line: Unknown Zone	


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Click on the printer icon  to print the Abstract. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

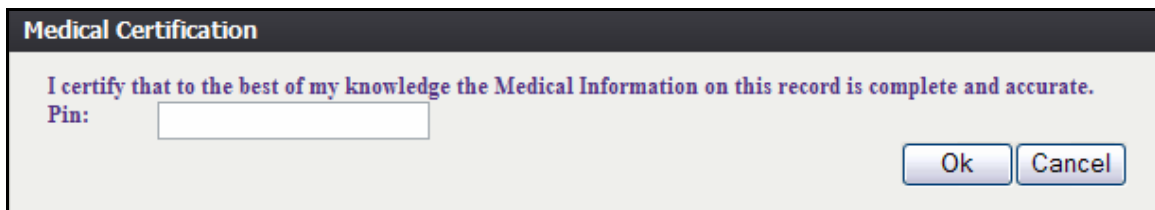


- Once the Unofficial Death Certificate has printed, click the **X** at the top right hand corner to close the PDF window.

If you detect data that needs to be changed before the record is verified, the 'Cancel' button will allow you to exit the Medical Certification process. You can edit and resave the record before initiating the certification process again.

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7. To Medically Certify the record, click the '**Certify**' button. The system will display a screen with the following statement: *'I certify that to the best of my knowledge the Medical Information on this record is complete and accurate.'*

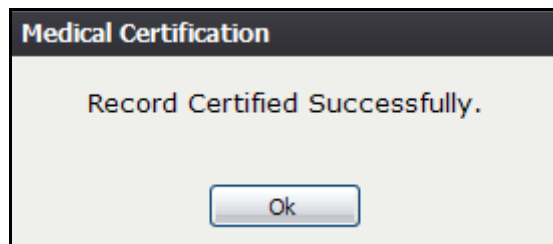


Medical Certification

I certify that to the best of my knowledge the Medical Information on this record is complete and accurate.

Pin:


8. Enter your PIN and click '**OK**'. If the PIN is valid, the following message will be displayed:



Medical Certification

Record Certified Successfully.

9. Click '**OK**'. The record will now be available for Demographic Verification.

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4.8. Drop-to-Paper Idaho Death Certificate

This function will cause the record to be printed on the Idaho Death Certificate, BTP, and 24 Hour Report of Death for forwarding to a non-participating entity. The medical certifier will not print a worksheet. They will simply print the death certificate either with the information they have entered in the system or entirely blank. The ability to print a blank certificate will be separate security function

Once the record has been dropped to paper:

- ✓ The record can be re-printed on the Death Certificate until it has been saved in either General Data Entry or Registration Review
- ✓ A participating Funeral Home may still 'Pick Up' the record and complete it electronically
- ✓ The record cannot be electronically de-certified unless it has been 'Picked-Up' by a participating Funeral Home

A record may be dropped to paper as shown below:


1. Perform Medical Certification on a record by following the steps in [section 4.5 Medical Certification](#).
 - A) If the record was initiated in the system from a medical office and medical certification is being done at a time when a funeral home is not identified on the record or is a non-participating funeral home, then, when the medical certifier electronically certifies the record the following prompt will be provided:

Medical Certification

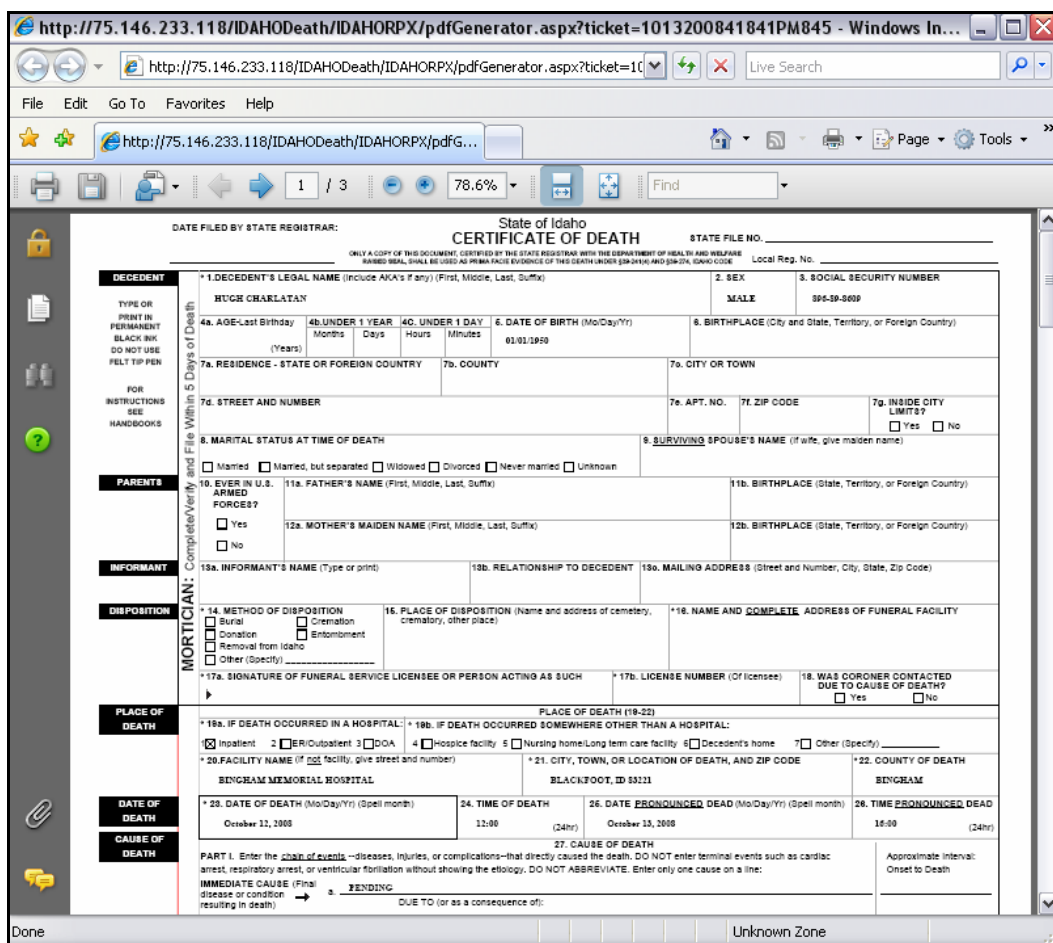
Record Certified Successfully.

If the funeral home is not participating in electronic filing, a paper death certificate must be provided to the funeral home. If the record is printed to the death certificate as part of certifying, you will not be able to de-certify the record to make additional changes. You will be able to print the paper death certificate later if needed. Do you wish to print the death certificate now?

If you click '**No**' the prompt will close and no further action will be taken. If you click '**Yes**' the message 'Report is ready for printing' will be displayed.

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Clicking 'OK' will open the Idaho Death Certificate, BTP and 24 Hour Report of Death in a new PDF window.



http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1013200841841PM845 - Windows In...

File Edit Go To Favorites Help

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfG...

1 / 3 78.6% Find

DATE FILED BY STATE REGISTRAR: STATE FILE NO. _____

ONLY A COPY OF THIS DOCUMENT, CERTIFIED BY THE STATE REGISTRAR WITH THE DEPARTMENT OF HEALTH AND WELFARE, SHALL BE USED AS PROBATE EVIDENCE OF THE DEATH UNDER PROBATE AND ESTATE CODE. Local Reg. No. _____

DECEASED

1. DECEASED'S LEGAL NAME (Include ALA's if any) (First, Middle, Last, Suffix) **MURR CHARLATAN**

2. SEX **MALE**

3. SOCIAL SECURITY NUMBER **895-89-3609**

4a. AGE-Last Birthday **40** 4b. UNDER 1 YEAR **Months** 4c. UNDER 1 DAY **Hours** 5. DATE OF BIRTH (Mo/Day/Yr) **01/01/1969**

6. BIRTHPLACE (City and State, Territory, or Foreign Country) _____

7a. RESIDENCE - STATE OR FOREIGN COUNTRY _____ 7b. COUNTY _____ 7c. CITY OR TOWN _____

7d. STREET AND NUMBER _____ 7e. APT. NO. _____ 7f. ZIP CODE _____ 7g. INSIDE CITY LIMITS? ☐ Yes ☐ No

8. MARITAL STATUS AT TIME OF DEATH ☐ Married ☐ Married, but separated ☐ Widowed ☐ Divorced ☐ Never married ☐ Unknown

9. SURVIVING SPOUSE'S NAME (If wife, give maiden name) _____

10. EVER IN U.S. ARMED FORCES? ☐ Yes ☐ No

11a. FATHER'S NAME (First, Middle, Last, Suffix) _____ 11b. BIRTHPLACE (State, Territory, or Foreign Country) _____

12a. MOTHER'S MAIDEN NAME (First, Middle, Last, Suffix) _____ 12b. BIRTHPLACE (State, Territory, or Foreign Country) _____

13a. INFORMANT'S NAME (Type or print) _____ 13b. RELATIONSHIP TO DECEASED _____ 13c. MAILING ADDRESS (Street and Number, City, State, Zip Code) _____

14. METHOD OF DISPOSITION ☐ Burial ☐ Cremation ☐ Donation ☐ Entombment ☐ Removal from Idaho ☐ Other (Specify) _____

15. PLACE OF DISPOSITION (Name and address of cemetery, crematory, other place) _____

16. NAME AND COMPLETE ADDRESS OF FUNERAL FACILITY _____

17a. SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH _____ 17b. LICENSE NUMBER (Of licensee) _____ 18. WAS CORONER CONTACTED DUE TO CAUSE OF DEATH? ☐ Yes ☐ No

19a. IF DEATH OCCURRED IN A HOSPITAL: ☒ Inpatient ☐ ER/Outpatient ☐ DOA ☐ Hospice facility ☐ Nursing home/Long term care facility ☐ Decedent's home ☐ Other (Specify) _____

19b. IF DEATH OCCURRED SOMEWHERE OTHER THAN A HOSPITAL: _____

20. FACILITY NAME (If not facility, give street and number) **BENEFIT MEMORIAL HOSPITAL** 21. CITY, TOWN, OR LOCATION OF DEATH, AND ZIP CODE **BLACKFOOT, ID 83221** 22. COUNTY OF DEATH **BENEFIT**

23. DATE OF DEATH (Mo/Day/Yr) (Spell month) **October 12, 2008** 24. TIME OF DEATH **12:00** (24hr) 25. DATE PRONOUNCED DEAD (Mo/Day/Yr) (Spell month) **October 13, 2008** 26. TIME PRONOUNCED DEAD **16:00** (24hr)


27. CAUSE OF DEATH


PART I. Enter the chain of events—diseases, injuries, or complications—that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line:

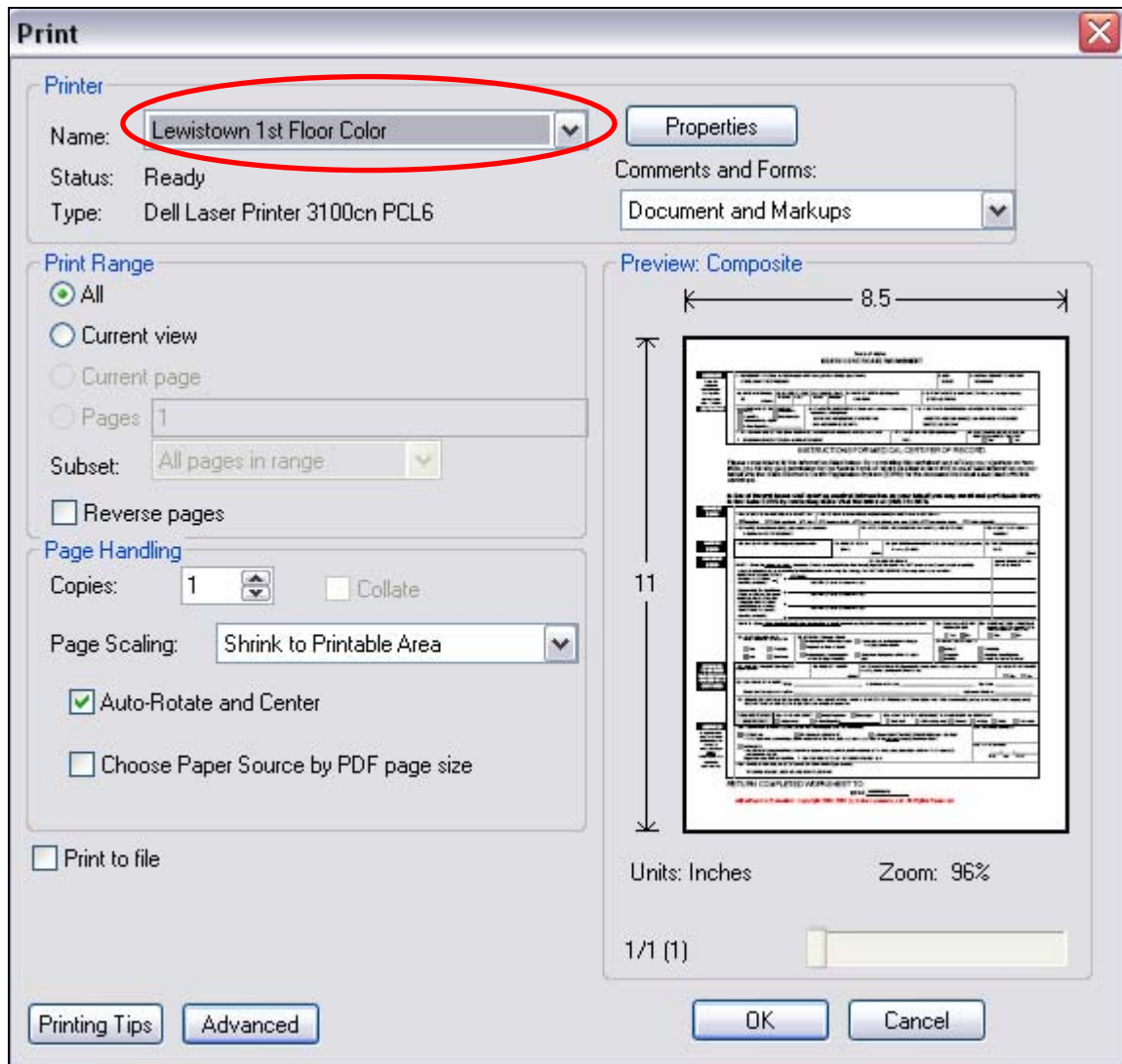
IMMEDIATE CAUSE (Final disease or condition resulting in death) → **ENDING** DUE TO (or as a consequence of): _____

Approximate Interval: Onset to Death _____

Done Unknown Zone

Click on the printer icon  to print the forms. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

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Print

Printer

Name: **Lewistown 1st Floor Color** ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups ▼

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

Page Handling

Copies: 1 ▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5

11


Units: Inches Zoom: 96%

1/1 (1)

Printing Tips Advanced OK Cancel

Once the forms have printed, click the **X** at the top right hand corner to close the PDF window.

- B.) If Medical Certification has already been done and a funeral home is not identified on the record, the print option will provide a means to drop the record to paper. If a user selects the **Registration/Print/DTP** menu item to drop a record to paper after it has been medically certified and a funeral home is not associated with the record, the following prompt will appear:

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Medical Certification

A paper copy of the death certificate should only be printed if the funeral home is not participating electronically. Please print a Death Certificate Abstract instead if you are printing to obtain a file copy.
Do you wish to print a paper copy of the death certificate for a non-participating funeral home?

If you click '**No**' the prompt will close and no further action will be taken. If you click '**Yes**' the message 'Report is ready for printing' will be displayed. Clicking '**OK**' will open the Idaho Death Certificate, BTP and 24 Hour Report of Death in a new PDF window.

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1013200841841PM845 - Windows In...

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1013200841841PM845

File Edit Go To Favorites Help

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfG...

1 / 3 78.6% Find

DATE FILED BY STATE REGISTRAR: _____

State of Idaho
CERTIFICATE OF DEATH
STATE FILE NO. _____


ONLY A COPY OF THIS DOCUMENT, CERTIFIED BY THE STATE REGISTRAR WITH THE DEPARTMENT OF HEALTH AND WELFARE RAISED SEAL, SHALL BE USED AS PRIMA FACIE EVIDENCE OF THIS DEATH UNDER §24-3414 AND §24-374, IDAHO CODE


Local Reg. No. _____

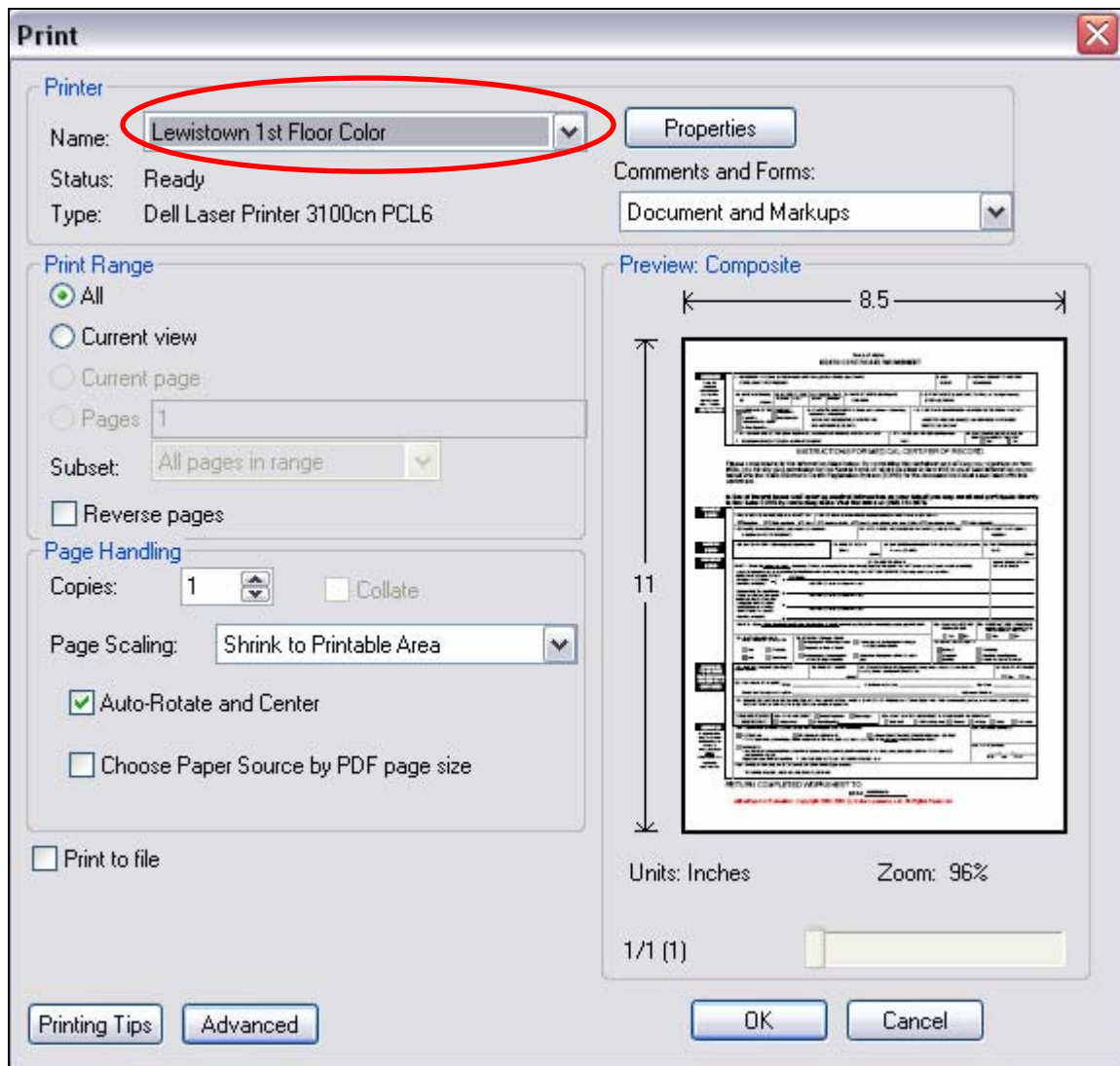
DECEDENT TYPE OR PRINT IN PERMANENT BLACK INK. DO NOT USE FELT TIP PEN. FOR INSTRUCTIONS SEE HANDBOOKS PARENTS INFORMANT DISPOSITION PLACE OF DEATH DATE OF DEATH CAUSE OF DEATH	* 1. DECEDENT'S LEGAL NAME (include AKA's if any) (First, Middle, Last, Suffix) HUGO CHARLATAN		2. SEX MALE		3. SOCIAL SECURITY NUMBER 895-59-5609	
	4a. AGE-Last Birthday Months Days Hours Minutes (Years)		4b. UNDER 1 YEAR		4c. UNDER 1 DAY	
	5. DATE OF BIRTH (Mo/Day/Yr) 01/01/1959		6. BIRTHPLACE (City and State, Territory, or Foreign Country)			
	7a. RESIDENCE - STATE OR FOREIGN COUNTRY		7b. COUNTY		7c. CITY OR TOWN	
	7d. STREET AND NUMBER		7e. APT. NO.		7f. ZIP CODE	
	7g. INSIDE CITY LIMIT? <input type="checkbox"/> Yes <input type="checkbox"/> No					
	8. MARITAL STATUS AT TIME OF DEATH <input type="checkbox"/> Married <input type="checkbox"/> Married, but separated <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Never married <input type="checkbox"/> Unknown					
	9. SURVIVING SPOUSE'S NAME (if wife, give maiden name)					
	10. EVER IN U.S. ARMED FORCES? <input type="checkbox"/> Yes <input type="checkbox"/> No					
	11a. FATHER'S NAME (First, Middle, Last, Suffix)		11b. BIRTHPLACE (State, Territory, or Foreign Country)			
12a. MOTHER'S MAIDEN NAME (First, Middle, Last, Suffix)		12b. BIRTHPLACE (State, Territory, or Foreign Country)				
13a. INFORMANT'S NAME (Type or print)		13b. RELATIONSHIP TO DECEDENT		13c. MAILING ADDRESS (Street and Number, City, State, Zip Code)		
* 14. METHOD OF DISPOSITION <input checked="" type="checkbox"/> Burial <input type="checkbox"/> Cremation <input type="checkbox"/> Donation <input type="checkbox"/> Entombment <input type="checkbox"/> Removal from Idaho <input type="checkbox"/> Other (Specify) _____		15. PLACE OF DISPOSITION (Name and address of cemetery, crematory, other place)		* 16. NAME AND COMPLETE ADDRESS OF FUNERAL FACILITY		
* 17a. SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH		* 17b. LICENSE NUMBER (Of licensee)		* 18. WAS CORONER CONTACTED DUE TO CAUSE OF DEATH? <input type="checkbox"/> Yes <input type="checkbox"/> No		
PLACE OF DEATH (19-22) * 19a. IF DEATH OCCURRED IN A HOSPITAL: <input checked="" type="checkbox"/> Inpatient <input type="checkbox"/> Outpatient <input type="checkbox"/> D.O.A. <input type="checkbox"/> Hospice facility <input type="checkbox"/> Nursing home/Long term care facility <input type="checkbox"/> Decedent's home <input type="checkbox"/> Other (Specify) _____ * 20. FACILITY NAME (if not facility, give street and number) BENIGRAM MEMORIAL HOSPITAL						
* 21. CITY, TOWN, OR LOCATION OF DEATH, AND ZIP CODE BLACKFOOT, ID 83221		* 22. COUNTY OF DEATH BENIGRAM				
* 23. DATE OF DEATH (Mo/Day/Yr) (Spell month) October 12, 2008		24. TIME OF DEATH 12:00 (24hr)		25. DATE PRONOUNCED DEAD (Mo/Day/Yr) (Spell month) October 13, 2008		
26. TIME PRONOUNCED DEAD 16:00 (24hr)		27. CAUSE OF DEATH PART I. Enter the <u>chain of events</u> —diseases, injuries, or complications—that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line: IMMEDIATE CAUSE (Final disease or condition resulting in death) → a. PENDING DUE TO (or as a consequence of): _____ Approximate interval: Onset to Death _____				

Done

Unknown Zone

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Click on the printer icon  to print the forms. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.



Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

☐ Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5


11

Units: Inches Zoom: 96%

1/1 (1)

OK Cancel

Once the forms have printed, click the **X** at the top right hand corner to close the PDF window.

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4.9. De-Certifying a Record

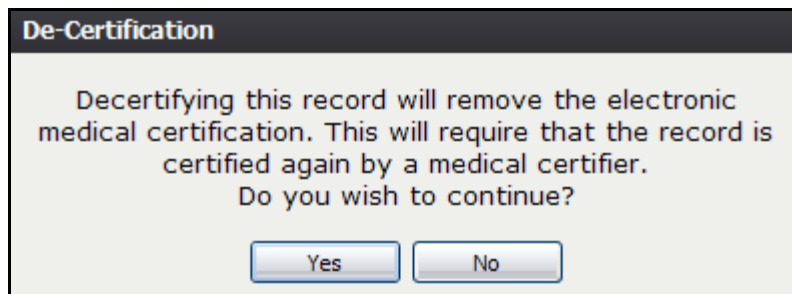
Once a record has been medically certified all medical fields become disabled. If the record has been medically certified but has not yet been demographically verified, an option in medical data entry will allow a user to de-certify the record. De-certifying the record will remove the electronic signature and make the medical fields on the record editable again.

A record cannot be de-certified under the following conditions:

- ✓ The record has already been demographically verified
- ✓ The record has been dropped to the paper Idaho Death Certificate and does not contain an identified funeral home
- ✓ The record has been saved in General Data Entry or Registration Review

4.9.1. De-Certify (NOT on Coroner Referral)


1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Search for the record that you wish to de-certify using the [Search Screen](#).
3. Once the record is retrieved, select the **Registration/De-Certify** menu item to de-certify the record. The following message will be displayed:



4. Click '**No**' to cancel the De-Certify process. Clicking '**Yes**' will display the message 'Record Successfully De-Certified'. Click '**OK**' to close the message.

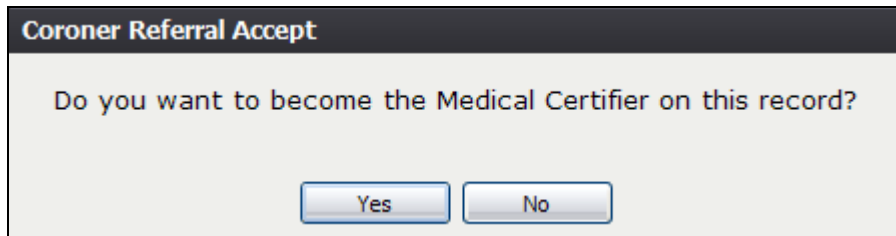
4.9.2. De-Certify (on Coroner Referral)

If the login location type is a coroner office and the record is flagged as 'Pending Coroner Referral', the record will be accessible to the coroner's office from the work queue, but the coroner office will not have ownership of the medical portion of the record. If the coroner's office elects to accept the referral, then in order for

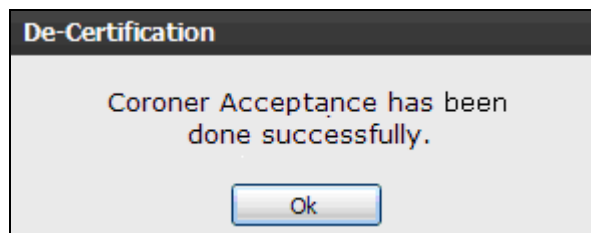
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the user to assume ownership of the record, the record will need to be De-Certified. If a coroner's office user indicates that the record should not be owned by the coroner, the record is not de-certified and will remain certified and owned by the original medical certifier


1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Search for a record that is pending coroner review by setting the Unresolved Work Queue Filter to **Coroner Review Pending**.
3. Select the desired record from the Unresolved Work Queue.
4. To accept the Coroner Referral select the **Registration/Accept Coroner Referral** menu item. The following prompt will be displayed.



5. If you click '**No**', the prompt will close and no further action will be taken. If you click '**Yes**', the following message will be displayed.



The record will be De-Certified and re-designated to the coroner that the referral was made to and the Medical Data Entry fields will become enabled to allow editing.

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4.10. Proxy Demographic Data Entry

Certain special location types that are considered to be medical locations and where medical data entry would be performed will also have the ability to data enter demographic items from within the medical data entry process. These locations include Veterans Administration (VA) hospitals and hospitals that employ 'Hospitalists'. Thus, these locations will be able to complete both the medical and demographic items from within the medical data entry process.

Demographic data entry on a record from within the medical data entry process has no implications regarding the verification of the demographic data. The medical certifier will only certify the medical data and, if there is a participating funeral home, demographic verification will be completed there. Demographic data entered through the medical data entry process will populate the corresponding fields and will print on any form or report in the same way as if the data entry had been performed through the demographic data entry process.

Data entry of demographic data by a user in medical data entry is only permitted when the following are true:

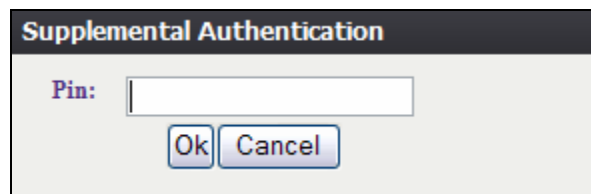
- ✓ The login location type is either a VA hospital or a 'Hospitalist' location
 - ✓ The record does not contain an identified participating funeral home
1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
 2. If your login location has access to Demographic Data Entry, proceed to complete data entry on the 4 Demographic tabs associated with the record. For more information refer to section 4.20 Demographic Data Entry Tips.
 3. Once data entry is complete and Medical Certification is performed, the record may be picked up and demographically verified by a participating Funeral Home. If the record needs to be demographically verified at a non-participating Funeral Home, follow the steps outlined in section [4.6 Drop-to-Paper Idaho Death Certificate](#) to print the Death Certificate so that Verification may be completed on the paper form.

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4.11. Supplemental to the Death Certificate

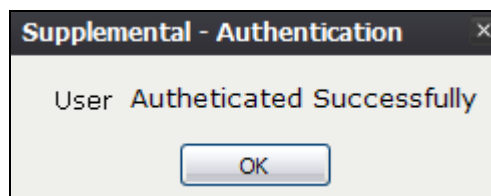
When a death record is reviewed at the State in the Nosology Review process, the reviewer may determine that the nature or number of data items that require verification or modification by the medical certifier will require a supplemental to the death certificate rather than just a query letter. A record that has been flagged to indicate that a supplemental to the death record is required will re-appear in the work queue of the medical certifier who certified the record. When the record is selected, the Medical Certifier's office will perform the following actions:

1. Retrieve the desired record using the [Work Queue Search](#) by setting the work queue filter to **Supplemental Pending**.
2. Select the desired record from the unresolved work queue.
3. Select the **Registration/Supplemental** menu item. The Supplemental Authentication prompt will be displayed:




A dialog box titled "Supplemental Authentication" with a dark header. It contains a label "Pin:" followed by a text input field. Below the input field are two buttons: "Ok" and "Cancel".

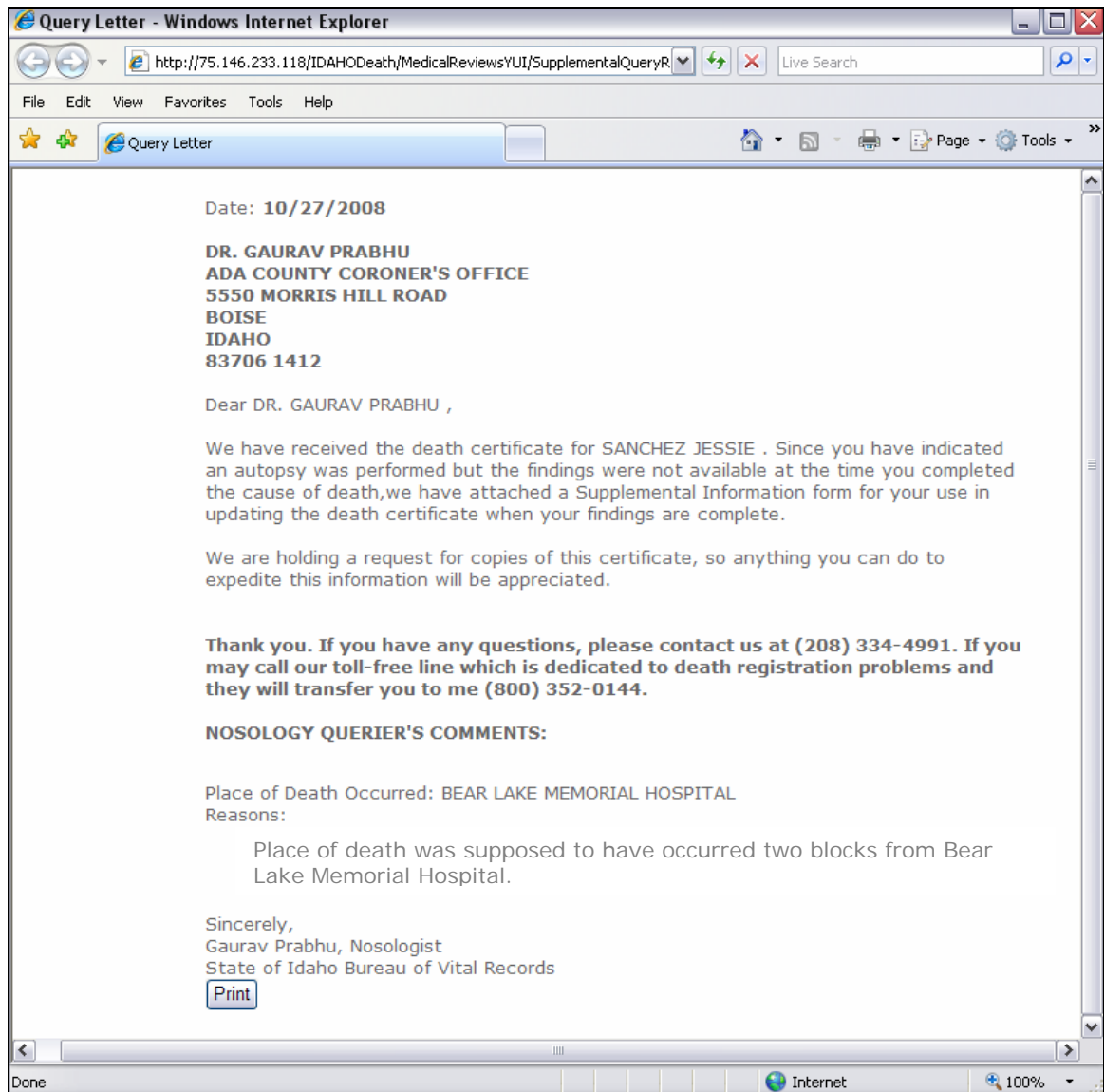
Clicking Cancel will terminate the process. Enter your PIN and click '**OK**' to proceed. The following message will be displayed:




A dialog box titled "Supplemental - Authentication" with a dark header and a close button (X) in the top right corner. It displays the message "User Autheticated Successfully" (note the typo in the image). Below the message is an "OK" button.

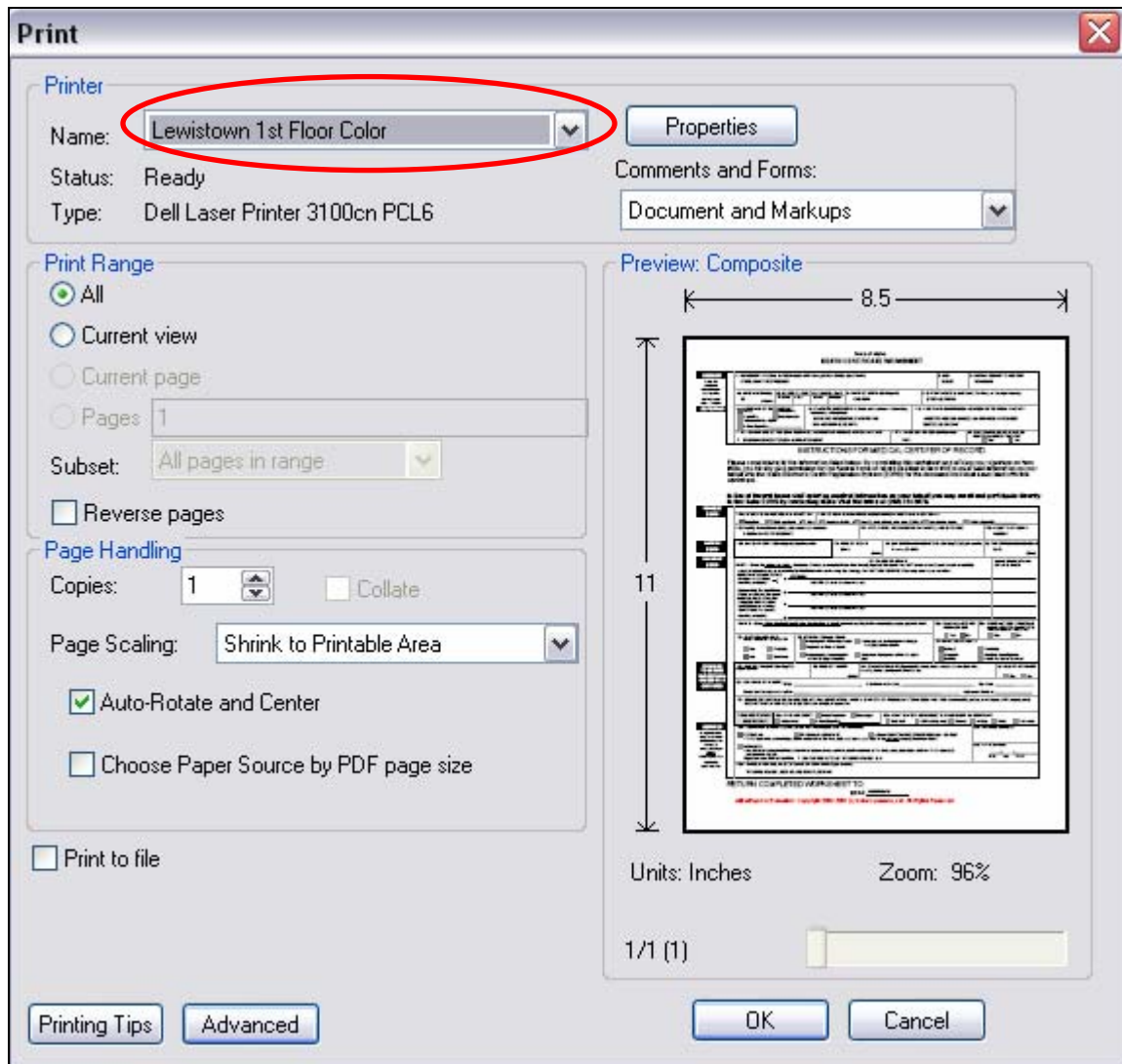
4. Click '**OK**'. A Query Letter will be displayed in a new window:

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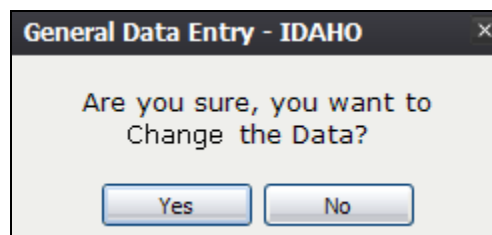



- Click on the **'Print'** button to print the Query Letter. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click **'OK'**.

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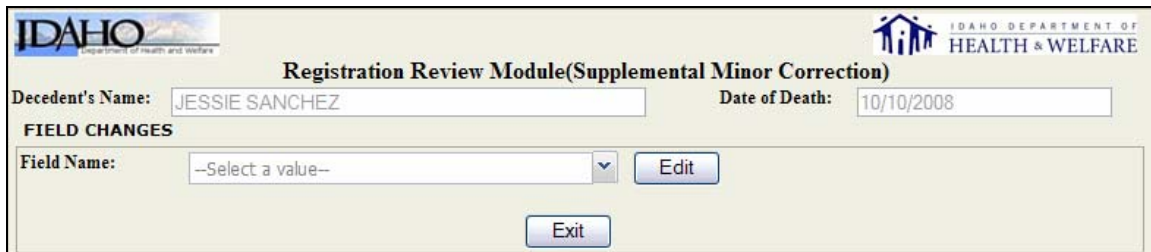


6. Once the Query Letter has printed, click the **X** at the top right hand corner to close the PDF window.
7. The following message will be displayed on the screen:




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Clicking '**No**' will cancel the process. Click '**Yes**' to make the any required changes on the record. The following screen will be displayed:




The screenshot shows the 'Registration Review Module(Supplemental Minor Correction)' interface. At the top left is the 'IDAHO' logo with the tagline 'Department of Health and Welfare'. At the top right is the 'IDAHO DEPARTMENT OF HEALTH & WELFARE' logo. The main title is 'Registration Review Module(Supplemental Minor Correction)'. Below this, there are two input fields: 'Decedent's Name:' with the value 'JESSIE SANCHEZ' and 'Date of Death:' with the value '10/10/2008'. Under the 'FIELD CHANGES' section, there is a 'Field Name:' label followed by a drop-down menu showing '--Select a value--' and an 'Edit' button. At the bottom center, there is an 'Exit' button.

The 'Field Name' drop-down list will be populated with those fields that were queried by the Nosologist in Nosology Review. Select the field you wish to alter and click '**Edit**'. The field in question and any other associated fields will be displayed in the same format as they are displayed in Medical Data Entry. In this case, the field in question is 'Place of Death'. Hence, the Place of Death frame as it appears in Medical Data Entry will be displayed as shown below.

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Registration Review Module(Supplemental Minor Correction)

Decedent's Name: Date of Death:

FIELD CHANGES

Field Name:

PLACE OF DEATH

Type of Place:

Facility:

Street Address:

Or

Latitude/Longitude:

State/Country:

County:

City/Town:

Zip:

Zip Ext:

PLACE OF DEATH

Type of Place:

(Specify):

Facility:

Street Address:

Or

Latitude/Longitude:

State/Country:

County:


City/Town:

Zip:

Zip Ext:


Comments

8. Make changes in the editable fields and enter any comments in the 'Comments' box. Click **'Add Query'** to add a query to Supplemental. The following grid will be displayed below the 'Comments' box.

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Select	Field Name	Old Value	New Value	Comment
<input type="checkbox"/>	Type Of Place	HOSPITAL - INPATIENT	HOSPITAL - INPATIENT	
<input type="checkbox"/>	Place of Death Occurred (S...	BEAR LAKE MEMORIAL HO...	BEAR LAKE MEMORIAL HO...	
<input type="checkbox"/>	Place of Death Occurred	BEAR LAKE MEMORIAL HO...	BOISE PREVENTIVE MEDICI...	
<input type="checkbox"/>	Place Of Death Street Addr...	164 SOUTH FIFTH	1106 NORTH COLE	
<input type="checkbox"/>	Place of Death Latitude/Lon...			
<input type="checkbox"/>	Place of Death State/Country	IDAHO	IDAHO	
<input type="checkbox"/>	Place of Death County	BEAR LAKE	ADA	

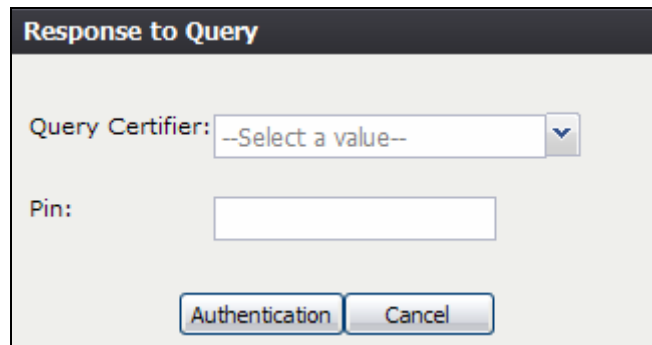
9. Once you have completed making desired changes to the record, click **'Done'**. The message *'Are you finished making changes related to this Supplemental Death Certificate?'* will be displayed. If you answer **'No'**, you can continue editing data.
10. If you answer **'Yes'**, you will be asked to enter your PIN to certify the Supplemental. The Supplemental form showing only changed values on the bottom will be generated and if desired may be printed. The record will appear in the Supplemental Queue at the State.

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4.12. Respond to Query


A query is generated to request additional information or verification of data provided on the record. A record may have one or more demographic queries and medical queries pending at the same time.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Search for the desired record using the [Search Screen](#) or the [Work Queue Search](#) by setting the unresolved work queue filter to **Query Pending**.
3. Once the record is retrieved, click on the 'Response to Query'  icon. The 'Response to Query' screen will open. It will contain fields for the name of the Query Certifier and for the certifier's PIN.



(If the location is a Physician's office, the Certifying Physician will only need to enter their PIN)

4. Select the Certifier name from the drop-down list, enter the appropriate PIN number and click on the '**Authentication**' button. The message 'User Authenticated Successfully' will be displayed. Clicking '**OK**' will open a query list in a new browser window. Click on a Query number to open the corresponding Query Letter, shown below:

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Query Letter - Windows Internet Explorer

http://75.146.233.118/IDAHODeath/MedicalReviewsYL Live Search

File Edit View Favorites Tools Help

Query Letter

Query List:

- Query 0

Date: **10/09/2008**

GAURAV PRABHU
ADAMS COUNTY CORONER'S OFFICE
4256 LANDORE ROAD
COUNCIL
IDAHO
83612

Dear GAURAV PRABHU ,

We recently received a death certificate where you were the certifying physician listed on the record pertaining to the following individual.

DECEDENT'S NAME : **KIMBLE JAKE**
DATE OF DEATH: **09/09/2008**
EDR NUMBER: **000000001167**

Certain complexities sometimes require that we request additional information about the fact-of-death information to ensure that the cause of death is appropriately classified in accordance with the medical coding rules established by the National Center for Health Statistics (NCHS), Centers for Disease Control (CDC), and the World Health Organization (WHO). It will help us to classify the cause of death more accurately if you will provide us with the information requested below.

If you have any questions regarding the information that is being queried, please contact the Bureau of Vital Statistics at (208) 334-5984.

NOSOLOGY QUERIER'S COMMENTS:

Type Of Place: HOSPITAL - INPATIENT
☒ Correct as listed
☐ Correct value is:

Reasons:

- TEST REASON 1. THIS WILL HAVE A LARGE NUMBER OF CHARACTERS, SO WE CAN TEST THE SIZE OF OUR LABELS, TEXTBOXES, ETC. SO, I THINK THIS MIGHT BE LONG ENOUGH.

RESPONDER'S COMMENTS:

Please CHECK ONE of the following to let us know how you want this information to be used:


☐ I hereby authorize that the information provided herein be included on the face of the death certificate for the above named person as a part of the medical certification of cause of death. (In this event, please enter the information exactly as you want it to appear in item #27 of the photocopy below.)

☐ The information provided herein is to be used ONLY FOR STATISTICAL/CODING PURPOSES and is NOT to be included on the death certificate.

I, the certifier of record, declare that the information provided is accurate to the best of my knowledge.

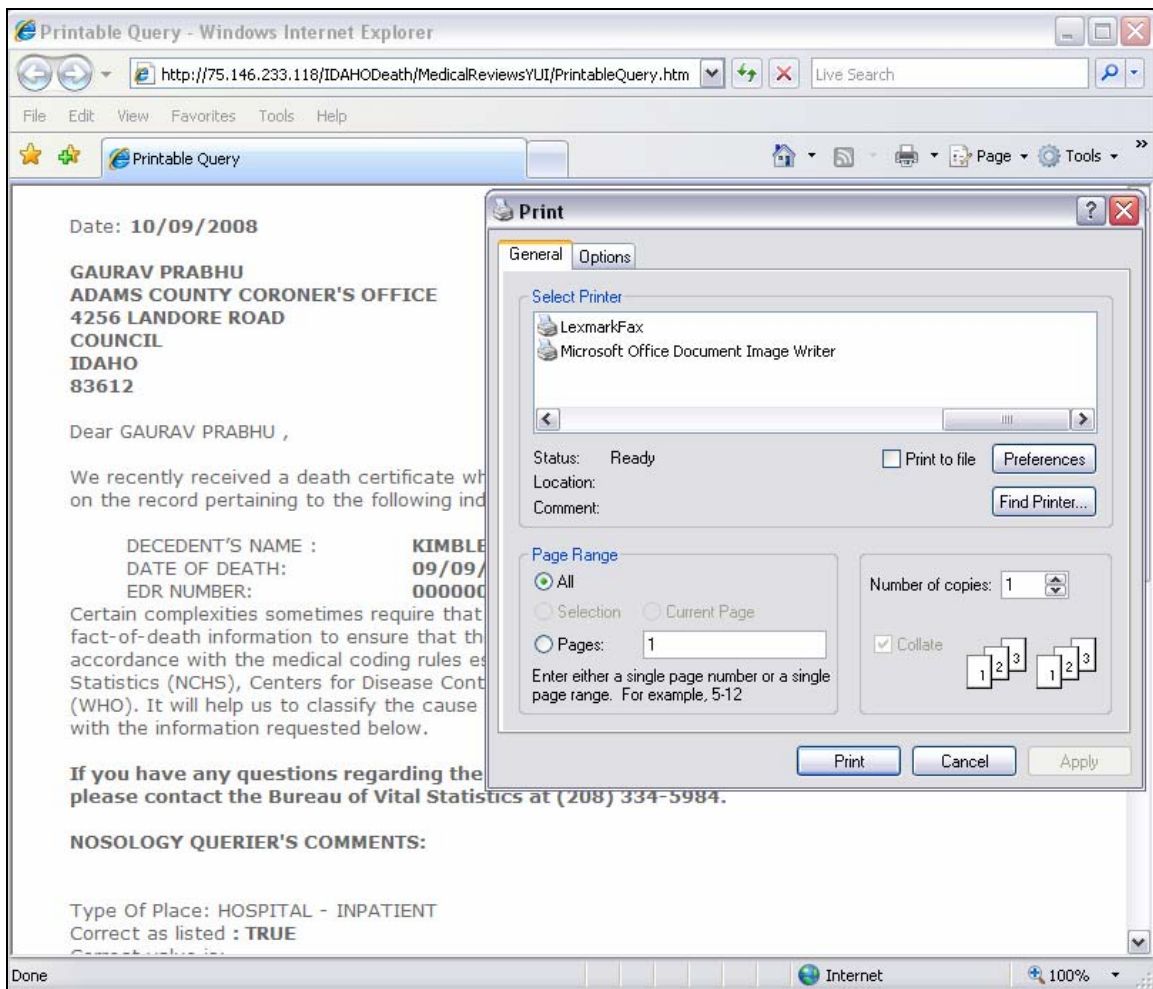
Signature _____ Date Signed _____

Done Internet 100%


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- Click the appropriate Radio Button to confirm or correct (enter correct value) the queried field and enter an optional comment. Click '**Submit**'. A message 'Query is ready for printing' will be displayed.

Click '**OK**'. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.



- Once the Query Letter has printed, click the **X** at the top right hand corner to close the 'Query Letter' and 'Printable Query' windows and return to the Medical Screen 1. The Query Letter will be routed to the Back Office Query Letter Print Queue.

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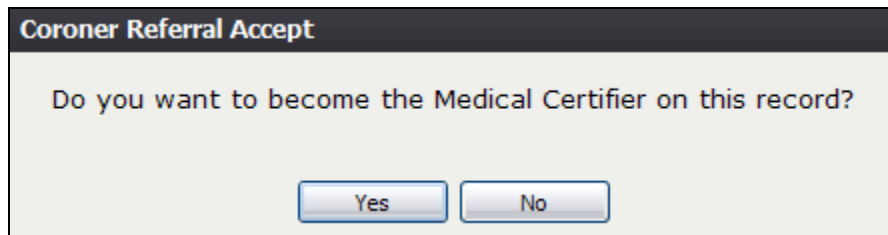
4.13. Coroner Referral Processing

If a record has been designated to a participating Medical Certifier who is not a coroner and the record has already been medically certified, the funeral director may determine that the provided medical information indicates that the record might fall under the rules requiring a coroner to be the medical certifier. This determination is to be made by the coroner and since the coroner may or may not choose to become the Medical Certifier, removal of the existing medical certification (decertification) is undesirable.

For records that have been electronically medically certified but not yet demographically verified, an option to 'Refer to Coroner' will be enabled under Registration. If a record is referred to a coroner, it will be processed as follows:

4.13.1. Coroner Elects to Assume the Case

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Search for the record that needs Coroner Referral Processing using the **Unresolved Work Queue** by setting the filter to **Coroner Review Pending**.
3. Select the desired record from the work queue.
4. Select the **Registration/Accept Coroner Referral** menu item to accept the coroner referral. The following prompt will be displayed:




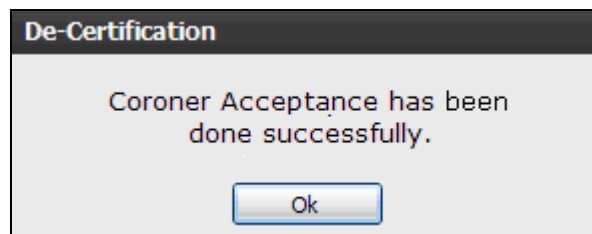
Coroner Referral Accept

Do you want to become the Medical Certifier on this record?

Yes No

5. Click '**No**' to cancel the 'Accept Coroner Referral' process. Clicking '**Yes**' will display the following message:

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The record will be re-designated to the coroner that the referral was made to and Medical Data Entry will be enabled to allow editing.

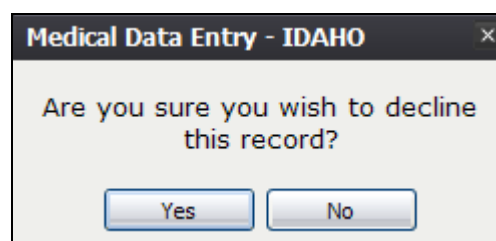
6. Edit Medical data on the record as required and certify the record. For more information on how to certify a record refer to [section 4.5 Medical Certification](#).

If the record had been referred by the funeral director, then it will still require demographic verification by the funeral director before it can be released to Registration Review at the State.


If the record had been referred either from Registration Review or Nosology Review, demographic verification of the record will have been completed and the record will be returned to the appropriate review process.

4.13.2. Coroner Elects to Decline the Case

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Search for the record that needs Coroner Referral Processing using the **Unresolved Work Queue** by setting the filter to **Coroner Review Pending**.
3. Select the desired record from the work queue.
4. Click the '**Decline**' icon  or select the **Registration/Decline** menu item to decline the coroner referral case. The following prompt will be displayed:

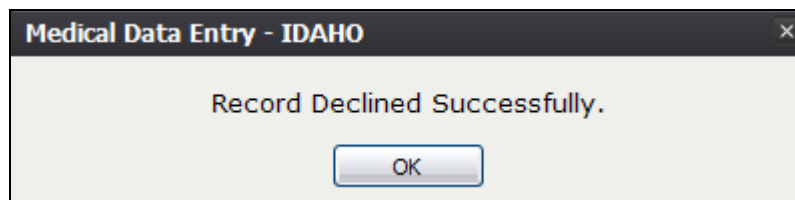


5. Click '**No**' to cancel the 'Decline' process. Clicking '**Yes**' will display the following comments screen:

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6. Enter a comment and click '**OK**'. (If you click '**Cancel**' the comments screen will close and you will be returned to the data entry screen. If you click '**OK**' without entering a comment, a prompt asking you to enter a comment will be displayed) The following message will be displayed:



7. Click '**OK**' to close the prompt. The record will no longer appear in the Coroner Office work queue.

If the record had been referred by the funeral director then, when the funeral director retrieves the declined record, the Coroner's comment will be displayed. The record will still require demographic verification by the funeral director before being released to Registration Review at the State.

If the record had been referred either from Registration Review or Nosology Review, demographic verification of the record will have been completed and the record will be returned to the appropriate review process.

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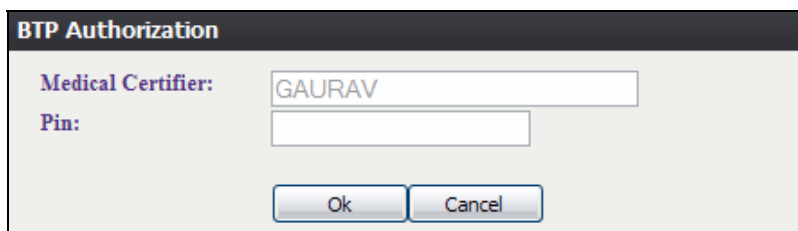
4.14. BTP Authorization

The BTP is the mechanism for authorizing the disposition of the deceased body. The Idaho BTP also contains a section related to authorization for cremation which must be signed by a coroner in the county of death before cremation can occur (including cremations which occur out-of-state). The system provides mechanisms to obtain the medical certifier's electronic signature on the BTP as well as the coroner's electronic signature on the cremation authorization section of the BTP when applicable.

Medical Certifiers will have the ability to electronically sign (or re-sign) the BTP for any record they can retrieve at any time as long as all Medical data entry items on the record are complete.


Events such as re-designation or decline will have no impact on the completed BTP Authorization for a record.

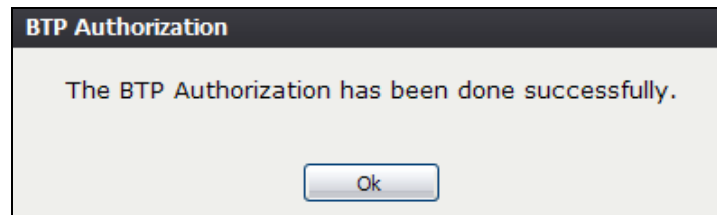
1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Search for the record that needs BTP Authorization using the **Unresolved Work Queue** by setting the filter to **BTP Pending**.
3. Select the desired record from the work queue.
4. Select the **Registration/BTP Authorization** menu item to perform BTP Authorization. The following prompt will be displayed:




The image shows a dialog box titled "BTP Authorization". It contains two input fields: "Medical Certifier:" with the text "GAURAV" entered, and "Pin:" which is empty. Below the input fields are two buttons: "Ok" and "Cancel".

5. Enter your PIN and click '**OK**'. Clicking '**Cancel**' will cancel the 'BTP Authorization' process. If you enter a valid PIN the following message will be displayed:

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6. BTP Authorization will be completed. Click '**OK**' to close the message.

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4.15. Cremation Authorization

The Idaho BTP also contains a section related to authorization for cremation which must be signed by a coroner in the county of death before cremation can occur (including cremations which occur out-of-state). The system provides mechanisms to obtain the medical certifier's electronic signature (via a PIN Number) on the BTP as well as the coroner's electronic signature on the cremation authorization section of the BTP when applicable.

Cremation Authorization will only be available if:

- ✓ The login location type is a coroner office
- ✓ The method of disposition is 'Cremation' or 'Removal from State-Cremation'

The record will appear in the work queue of the participating coroner's office location under the 'Cremation Authorization Pending' work queue filter. All fields on the record will be locked if the coroner is not the medical certifier. The Coroner will need to electronically sign the 'Cremation Authorization' section of the BTP. The Coroner will also have the option to print a file copy of the BTP once cremation authorization is complete.


Events such as re-designation or decline will have no impact on the completed Cremation Authorization for a record.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Search for the record that needs Cremation Authorization using the **Unresolved Work Queue** by setting the filter to **Cremation Authorization Pending**.
3. Select the desired record from the work queue.
4. Select the **Registration/Cremation Authorization** menu item to perform Cremation Authorization. The following prompt will be displayed:

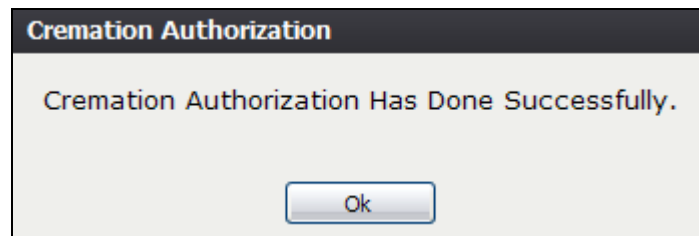
Cremation Authorization

Medical Certifier:

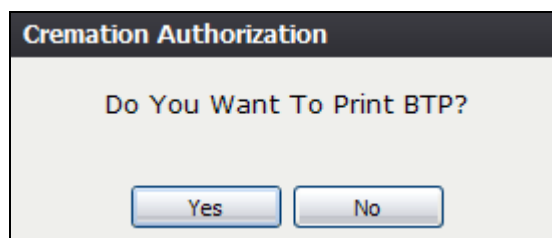
Pin:

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5. Enter your PIN and click '**OK**'. Clicking '**Cancel**' will cancel the 'Cremation Authorization' process. If you entered a valid PIN the following message will be displayed:



6. Cremation Authorization will be completed. Click '**OK**' to close the message. The system will display the following prompt:



7. Click '**Yes**' to [print the BTP](#). If you click '**No**', no further action will be taken.

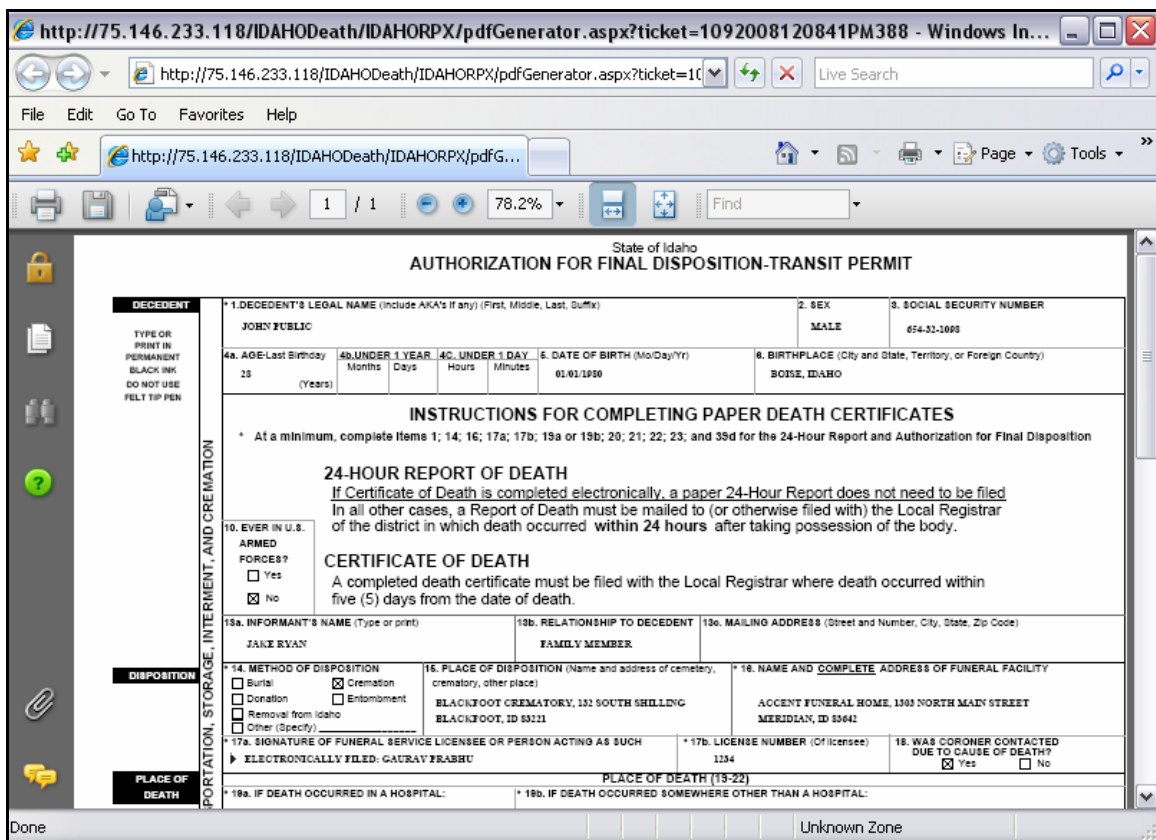
	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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4.16. Print BTP/Blank BTP

4.16.1. Print BTP Form

A Medical Certifier will be able to print a BTP form any time after the record has been saved.

1. Save the record you are currently processing if you wish to print a BTP or retrieve the desired record for which you wish to print a BTP using the [Work Queue Search](#) or the Search Screen.
2. Select the **Registration/Print/BTP** menu item. The message 'Report is ready for printing' will be displayed. Click 'OK'. The form will open in a new PDF window as shown below:



http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1092008120841PM388 - Windows In...

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1092008120841PM388

File Edit Go To Favorites Help

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1092008120841PM388

1 / 1 78.2% Find

State of Idaho
AUTHORIZATION FOR FINAL DISPOSITION-TRANSIT PERMIT

DECEDENT

1. DECEDENT'S LEGAL NAME (include AKA's if any) (First, Middle, Last, Suffix)
JOHN TUBLIC

2. SEX
MALE

3. SOCIAL SECURITY NUMBER
654-32-1095

4a. AGE-Last Birthday
28 (Years)

4b. UNDER 1 YEAR
Months Days Hours Minutes

5. DATE OF BIRTH (Mo/Day/Yr)
01/01/1980

6. BIRTHPLACE (City and State, Territory, or Foreign Country)
BOISE, IDAHO

INSTRUCTIONS FOR COMPLETING PAPER DEATH CERTIFICATES

* At a minimum, complete items 1; 14; 16; 17a; 17b; 18a or 18b; 20; 21; 22; 23; and 35d for the 24-Hour Report and Authorization for Final Disposition

24-HOUR REPORT OF DEATH

If Certificate of Death is completed electronically, a paper 24-Hour Report does not need to be filed. In all other cases, a Report of Death must be mailed to (or otherwise filed with) the Local Registrar of the district in which death occurred within 24 hours after taking possession of the body.

CERTIFICATE OF DEATH

A completed death certificate must be filed with the Local Registrar where death occurred within five (5) days from the date of death.

10. EVER IN U.S. ARMED FORCES?
☐ Yes
☒ No

11a. INFORMANT'S NAME (Type or print)
JAKE RYAN

11b. RELATIONSHIP TO DECEDENT
FAMILY MEMBER

11c. MAILING ADDRESS (Street and Number, City, State, Zip Code)

DISPOSITION

14. METHOD OF DISPOSITION
☐ Burial
☒ Cremation
☐ Donation
☐ Entombment
☐ Removal from Idaho
☐ Other (Specify)

15. PLACE OF DISPOSITION (Name and address of cemetery, crematory, other place)
BLACKFOOT CREMATORY, 132 SOUTH SHILLING
BLACKFOOT, ID 83211

16. NAME AND COMPLETE ADDRESS OF FUNERAL FACILITY
ACCENT FUNERAL HOME, 1305 NORTH MAIN STREET
MERIDIAN, ID 83642

17a. SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH
ELECTRONICALLY FILED- GAURAV PRASHU


17b. LICENSE NUMBER (Of licensee)
1234


18. WAS CORONER CONTACTED DUE TO CAUSE OF DEATH?
☒ Yes ☐ No

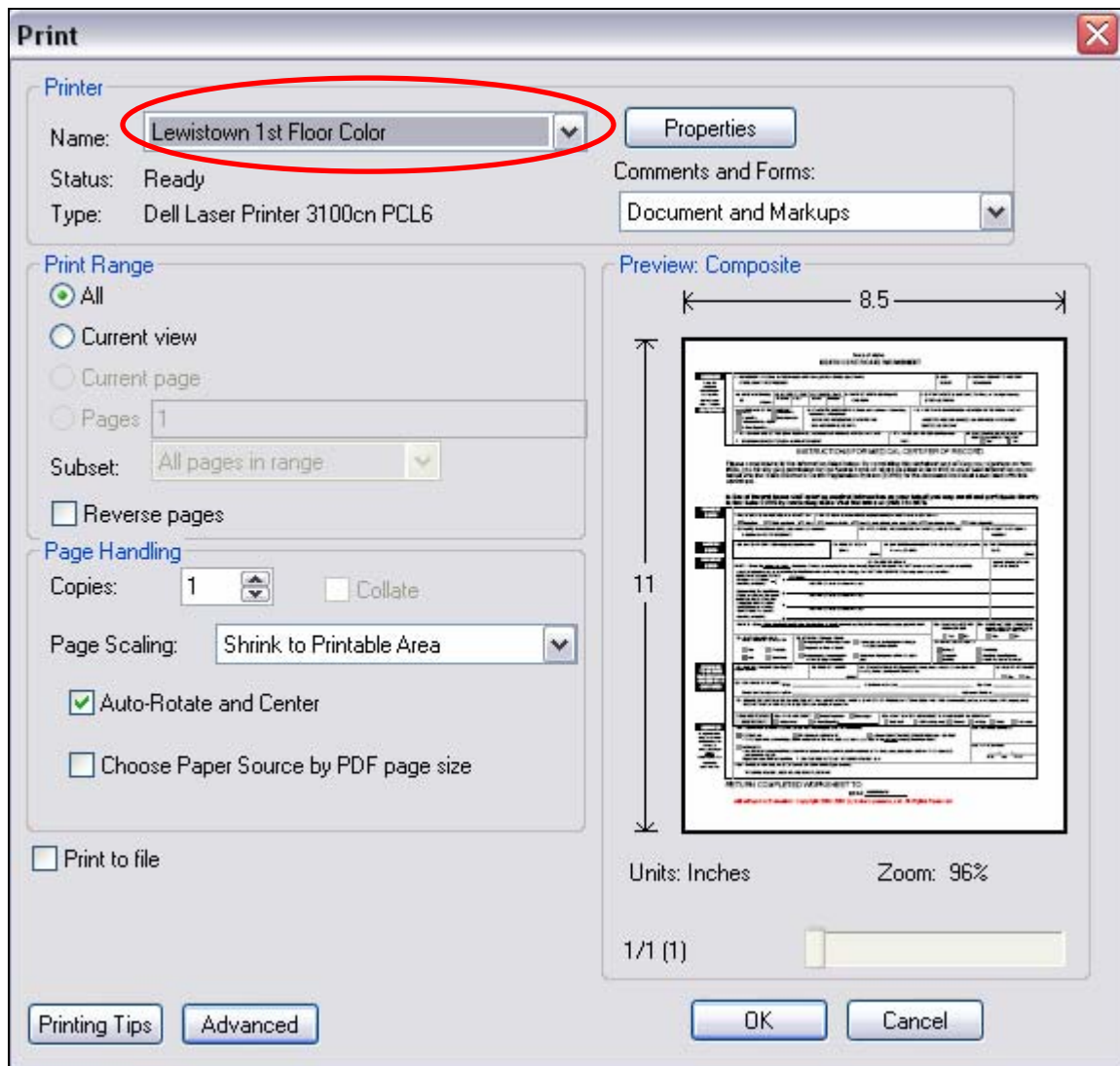
PLACE OF DEATH

19a. IF DEATH OCCURRED IN A HOSPITAL:
Unknown Zone

19b. IF DEATH OCCURRED SOMEWHERE OTHER THAN A HOSPITAL:

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- Click on the printer icon  to print the BTP form. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.



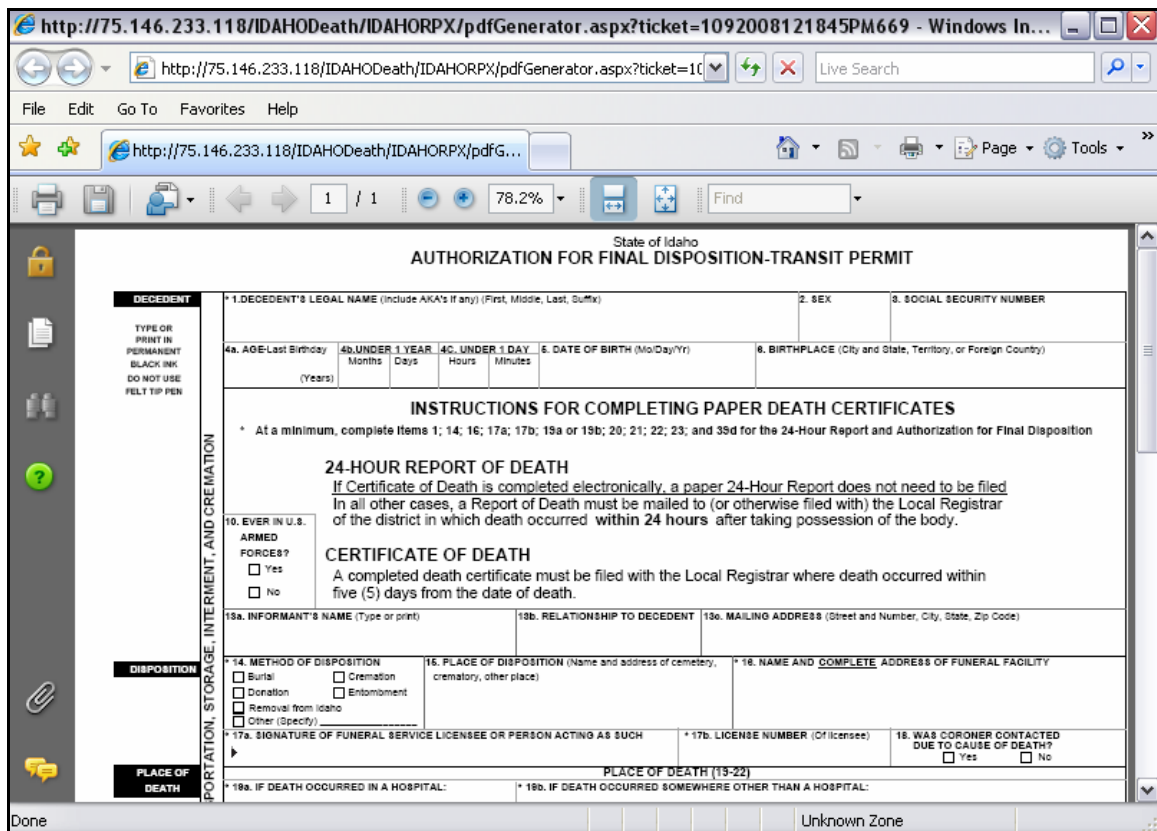
- Once the BTP Form has printed, click the **X** at the top right hand corner to close the PDF window.


4.16.2. Print Blank BTP Form


A Medical Certifier will be able to print a Blank BTP form at any time.

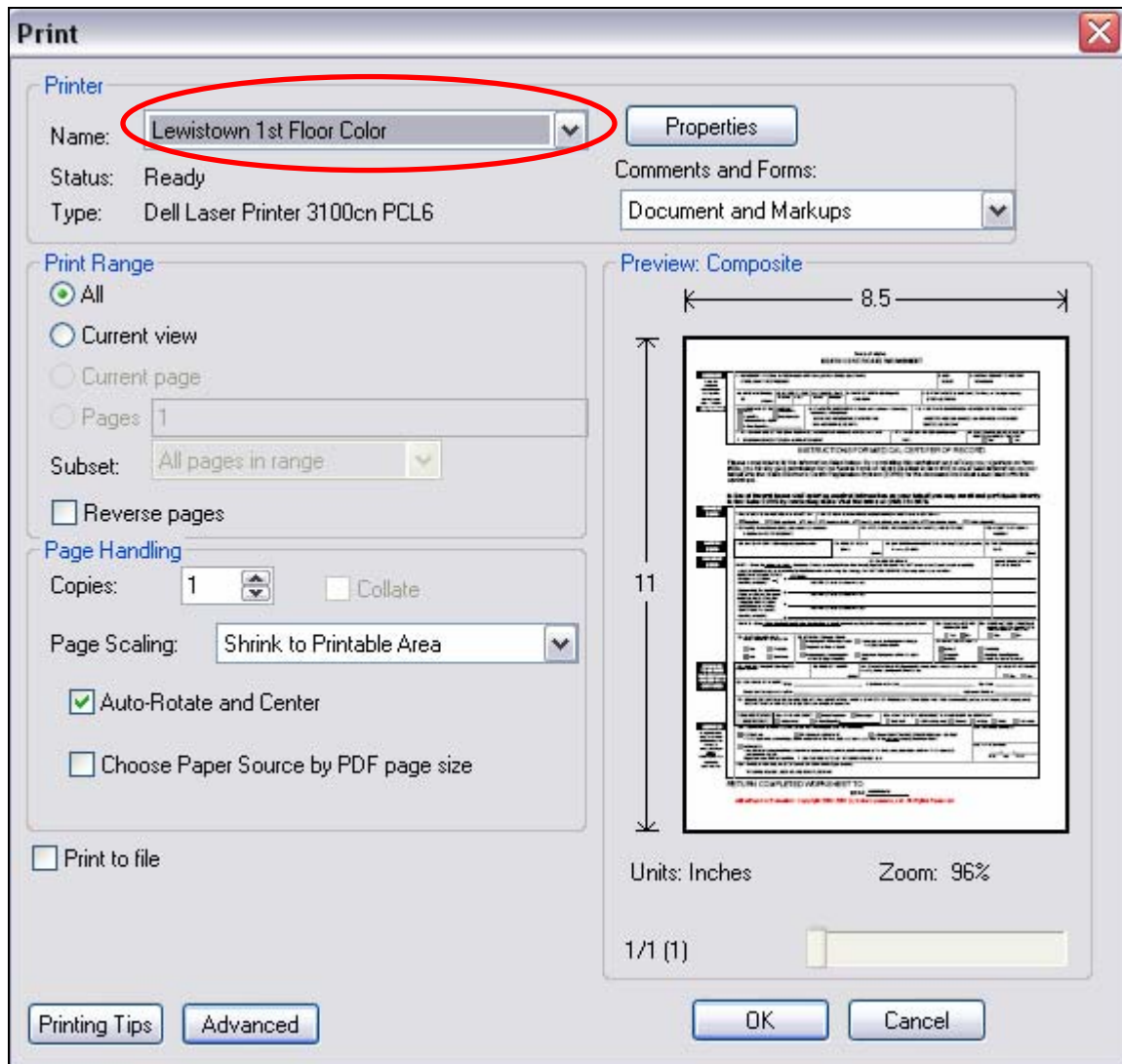
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1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Registration/Print/Blank BTP** menu item.
3. The message 'Report is ready for printing' will be displayed. Click '**OK**'. The form will open in a new PDF window as shown below:



4. Click on the printer icon  to print the Blank BTP Form. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.

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Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6 Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 ☐ Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5


11

Units: Inches Zoom: 96%

1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Blank BTP Form has printed, click the **X** at the top right hand corner to close the PDF window.


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4.17. Print Blank Death Certificate

Medical data entry process will support a function to allow the user to print a blank Idaho Death Certificate. This will be a security process that the user will need to have before the function is available to them.

A Medical Certifier will be able to print a Blank Death Certificate at any time.

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Registration/Print/Blank Death Certificate** menu item.
3. The message 'Report is ready for printing' will be displayed. Click '**OK**'. The form will open in a new PDF window as shown below:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1014200842055PM244 - Windows In...

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1014200842055PM244

File Edit Go To Favorites Help

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1014200842055PM244

1 / 1 78.6% Find

DATE FILED BY STATE REGISTRAR: _____

State of Idaho
CERTIFICATE OF DEATH
STATE FILE NO. _____

ONLY A COPY OF THIS DOCUMENT, CERTIFIED BY THE STATE REGISTRAR WITH THE DEPARTMENT OF HEALTH AND WELFARE, SHALL BE USED AS PRIMA FACIE EVIDENCE OF THIS DEATH UNDER §24-301 AND §24-302, IDAHO CODE.

Local Reg. No. _____

DECEDENT

1. DECEDENT'S LEGAL NAME (Include AKA's if any) (First, Middle, Last, Suffix) _____

2. SEX _____

3. SOCIAL SECURITY NUMBER _____

4a. AGE-Last Birthday _____ 4b. UNDER 1 YEAR _____ 4c. UNDER 1 DAY _____ 5. DATE OF BIRTH (Mo/Day/Yr) _____ 6. BIRTHPLACE (City and State, Territory, or Foreign Country) _____

7a. RESIDENCE - STATE OR FOREIGN COUNTRY _____ 7b. COUNTY _____ 7c. CITY OR TOWN _____

7d. STREET AND NUMBER _____ 7e. APT. NO. _____ 7f. ZIP CODE _____ 7g. INSIDE CITY LIMITS? ☐ Yes ☐ No

8. MARITAL STATUS AT TIME OF DEATH _____ 9. SURVIVING SPOUSE'S NAME (if wife, give maiden name) _____

☐ Married ☐ Married, but separated ☐ Widowed ☐ Divorced ☐ Never married ☐ Unknown

10. EVER IN U.S. ARMED FORCES? ☐ Yes ☐ No

11a. FATHER'S NAME (First, Middle, Last, Suffix) _____ 11b. BIRTHPLACE (State, Territory, or Foreign Country) _____

12a. MOTHER'S MAIDEN NAME (First, Middle, Last, Suffix) _____ 12b. BIRTHPLACE (State, Territory, or Foreign Country) _____

13a. INFORMANT'S NAME (Type or print) _____ 13b. RELATIONSHIP TO DECEDENT _____ 13c. MAILING ADDRESS (Street and Number, City, State, Zip Code) _____

MORTICIAN: Complete/Verify and File Within 5 Days of Death

14. METHOD OF DISPOSITION ☐ Burial ☐ Cremation ☐ Donation ☐ Entombment ☐ Removal from Idaho ☐ Other (Specify) _____

15. PLACE OF DISPOSITION (Name and address of cemetery, crematory, other place) _____

16. NAME AND COMPLETE ADDRESS OF FUNERAL FACILITY _____

17a. SIGNATURE OF FUNERAL SERVICE LICENSEE OR PERSON ACTING AS SUCH _____ 17b. LICENSE NUMBER (Of licensee) _____ 18. WAS CORONER CONTACTED DUE TO CAUSE OF DEATH? ☐ Yes ☐ No

PLACE OF DEATH

19a. IF DEATH OCCURRED IN A HOSPITAL: ☐ Inpatient ☐ ER/Outpatient ☐ DCA ☐ Hospice facility ☐ Nursing home/Long term care facility ☐ Decedent's home ☐ Other (Specify) _____

19b. IF DEATH OCCURRED SOMEWHERE OTHER THAN A HOSPITAL: _____

20. FACILITY NAME (if not facility, give street and number) _____ 21. CITY, TOWN, OR LOCATION OF DEATH, AND ZIP CODE _____ 22. COUNTY OF DEATH _____


23. DATE OF DEATH (Mo/Day/Yr) (Spell month) _____ 24. TIME OF DEATH (24hr) _____ 25. DATE PRONOUNCED DEAD (Mo/Day/Yr) (Spell month) _____ 26. TIME PRONOUNCED DEAD (24hr) _____


27. CAUSE OF DEATH _____

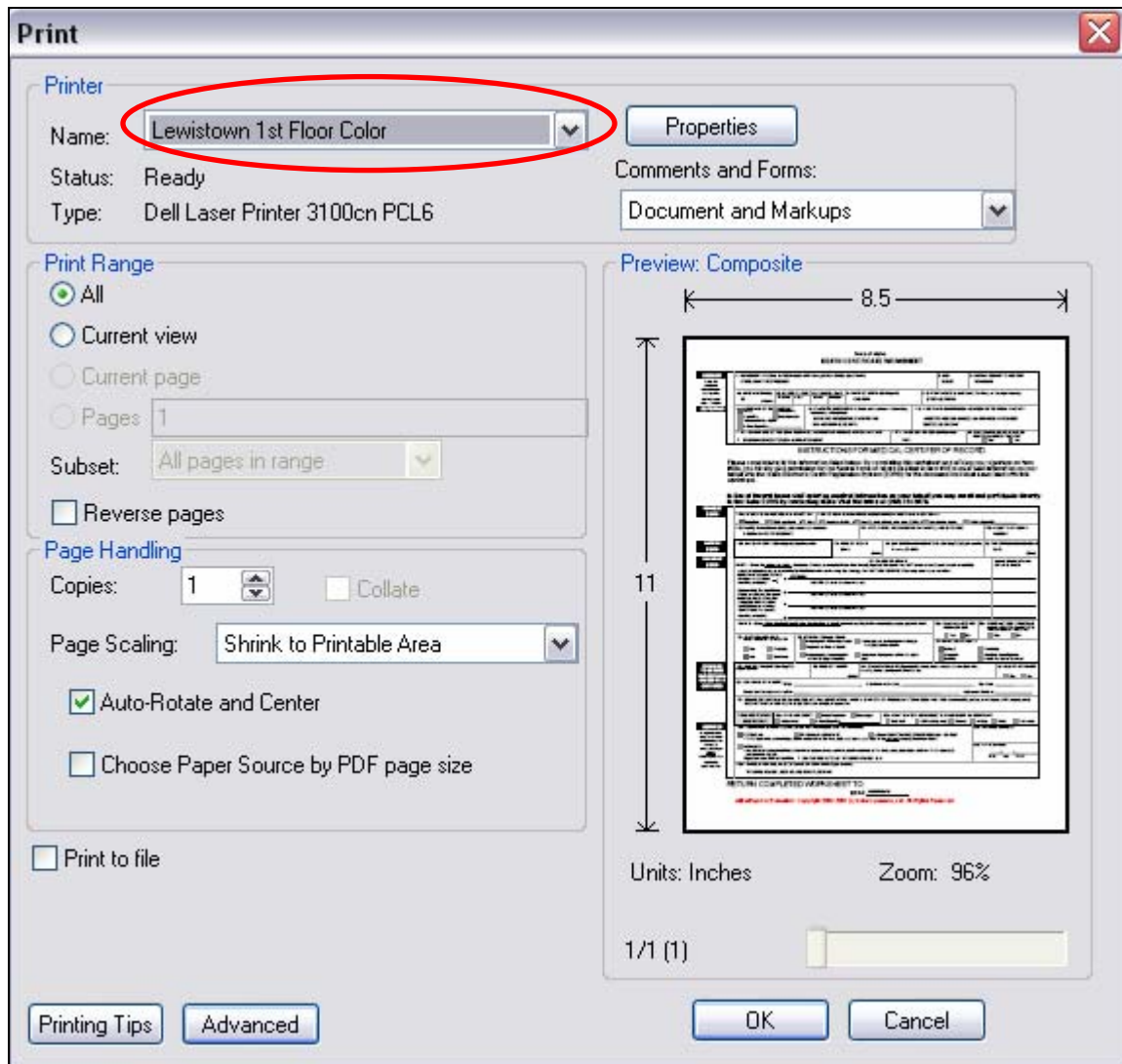
PART I. Enter the chain of events—diseases, injuries, or complications—that directly caused the death. DO NOT enter terminal events such as cardiac arrest, respiratory arrest, or ventricular fibrillation without showing the etiology. DO NOT ABBREVIATE. Enter only one cause on a line: _____

Approximate Interval: Onset to Death _____

Unknown Zone

4. Click on the printer icon  to print the Blank Death Certificate. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

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Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 ☐ Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5


11

Units: Inches Zoom: 96%

1/1 (1)



Printing Tips Advanced OK Cancel

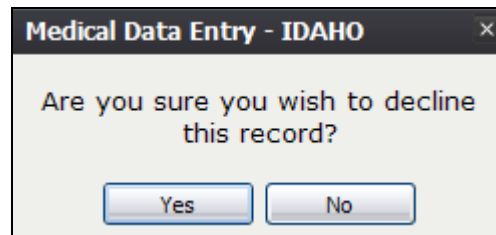
- Once the Blank Death Certificate has printed, click the **X** at the top right hand corner to close the PDF window.

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4.18. Decline a Record

This process will allow the medical certifier to ‘decline’ a record in cases where the record does not fall under their jurisdiction. When a ‘Decline’ is executed, the system will capture the reason why the case is being declined. The record will remain in the Funeral Home work queue and when selected, the ‘Reason Declined’ will be displayed. The Funeral Home will then re-designate a different entity as the medical certifier or manually reconcile with the original entity (will contact the medical certifier by phone to clarify/agree on the case).

1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Search for the desired record by selecting the **Registration/Search** menu item or by clicking on the ‘**Search**’  icon.
3. Once the record is retrieved, click the ‘**Decline**’ icon  or select the **Registration/Decline** menu item to decline the record. The following prompt will be displayed:

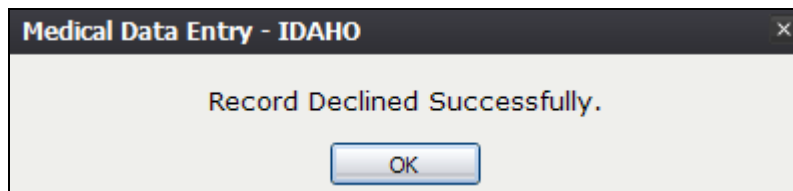


4. Clicking ‘**No**’ will cancel the ‘Decline’ process. If you click ‘**Yes**’ the following comments screen will be displayed:


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5. Type reason for declining the record to be displayed to the Funeral Director and click '**OK**'. (If you click '**Cancel**' the comments screen will close and you will be returned to the data entry screen. If you click '**OK**' without entering a comment, a prompt asking you to enter a comment will be displayed.) The following message will be displayed:



6. Click '**OK**' to close the message. The 'Decline' process is complete.

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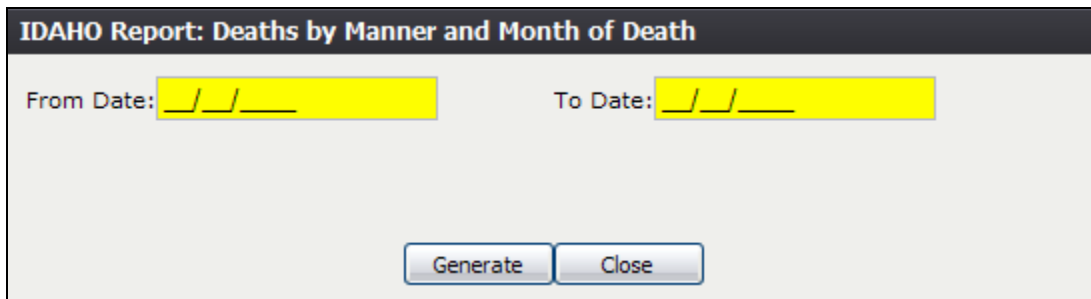
4.19. Reports

4.19.1. Statistics by Date and Manner

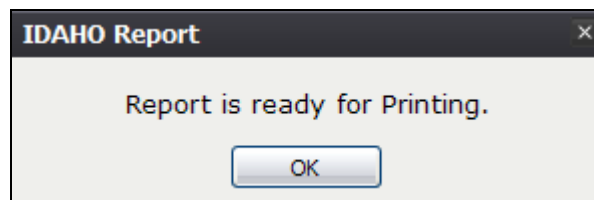
To print a report, the user will need to supply a date range based on the date of death. The report will tabulate all deaths that are within the jurisdictional rules for the user that also meet the date range criteria. The following reports may be printed:

4.19.1.1. Deaths by Manner and Month of Death


1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Month of Death** menu item.
3. The following screen will be displayed:

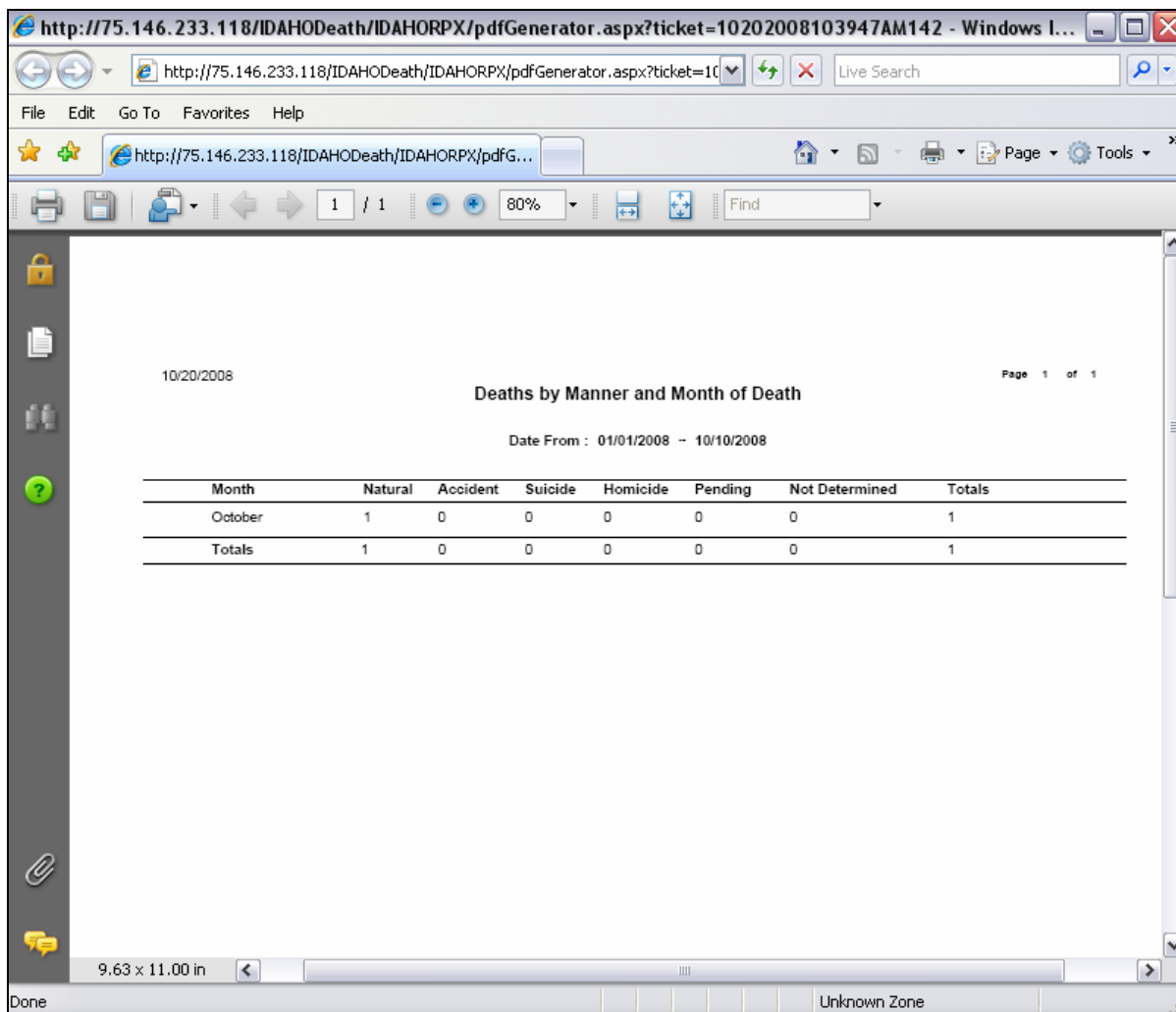


4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.

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Deaths by Manner and Month of Death


Date From : 01/01/2008 ~ 10/10/2008


Month	Natural	Accident	Suicide	Homicide	Pending	Not Determined	Totals
October	1	0	0	0	0	0	1
Totals	1	0	0	0	0	0	1

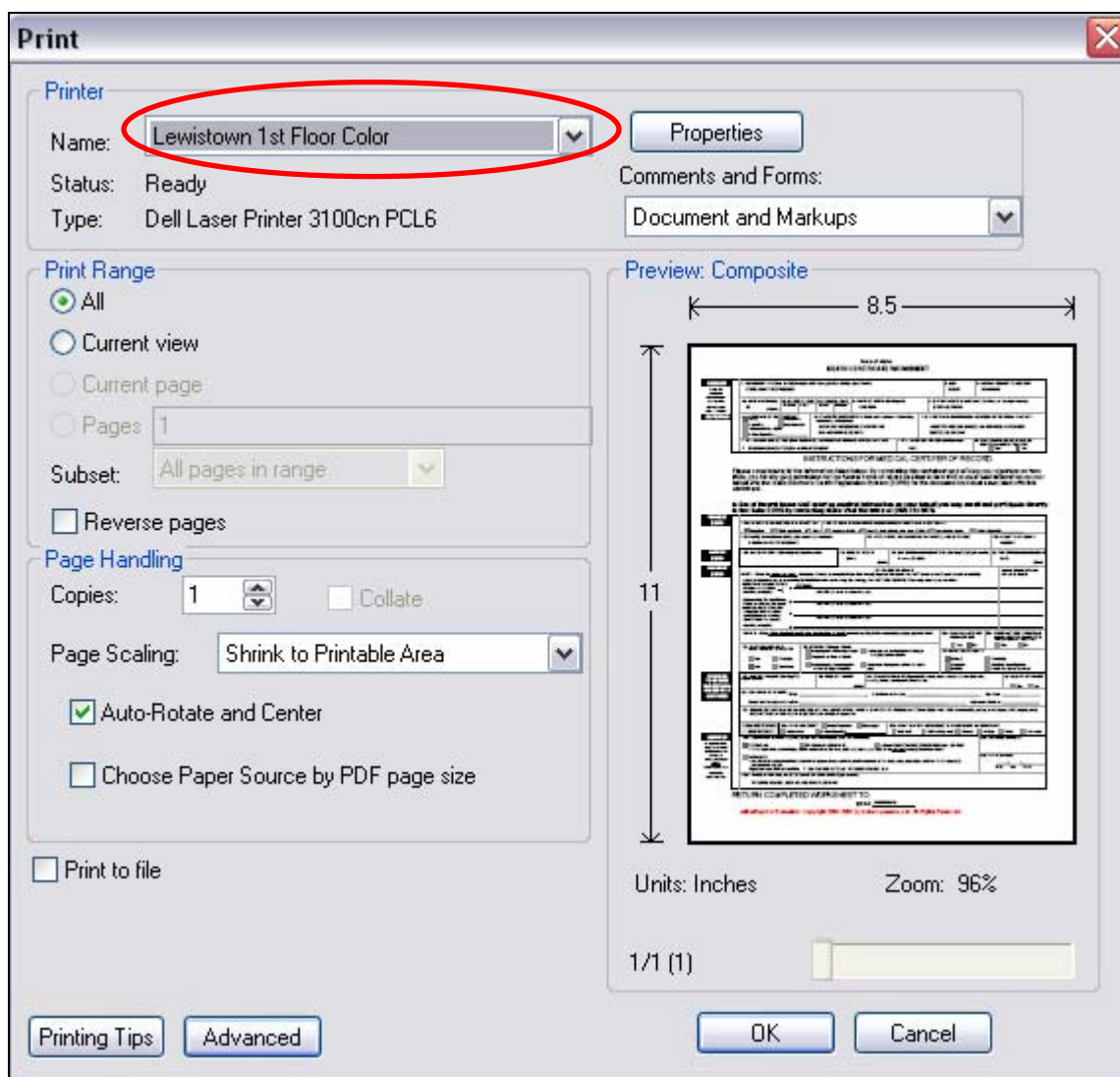
9.63 x 11.00 in

Done

Unknown Zone

- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 115 of 190



Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 ☐ Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.2. Deaths by Manner and Time of Death

- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Time of Death** menu item.
- The following screen will be displayed:

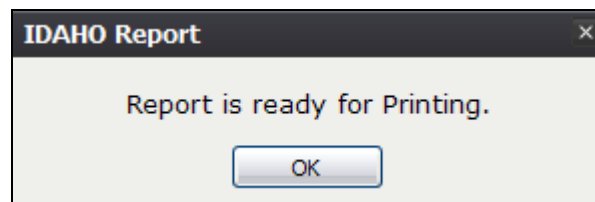
	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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IDAHO Report: Deaths by Manner and Time of Death

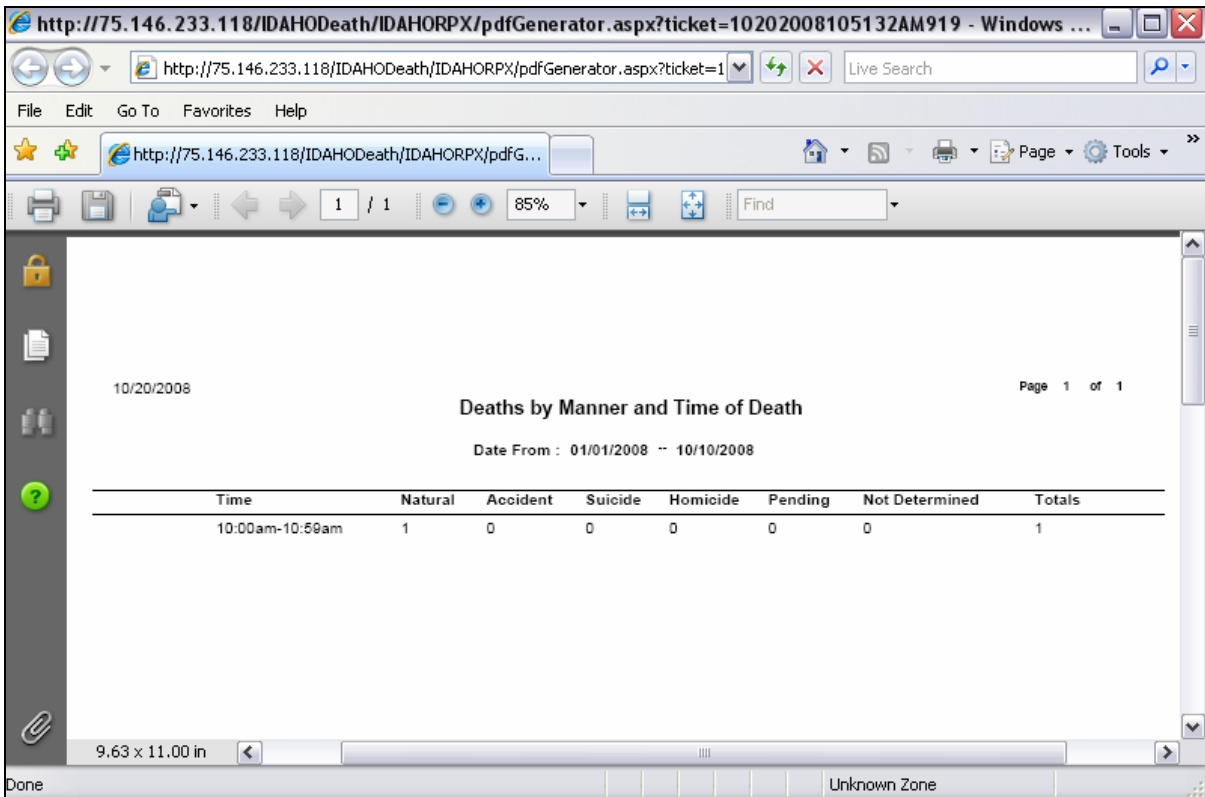
From Date: _/_/_
To Date: _/_/_

Generate
Close

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.




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Deaths by Manner and Time of Death

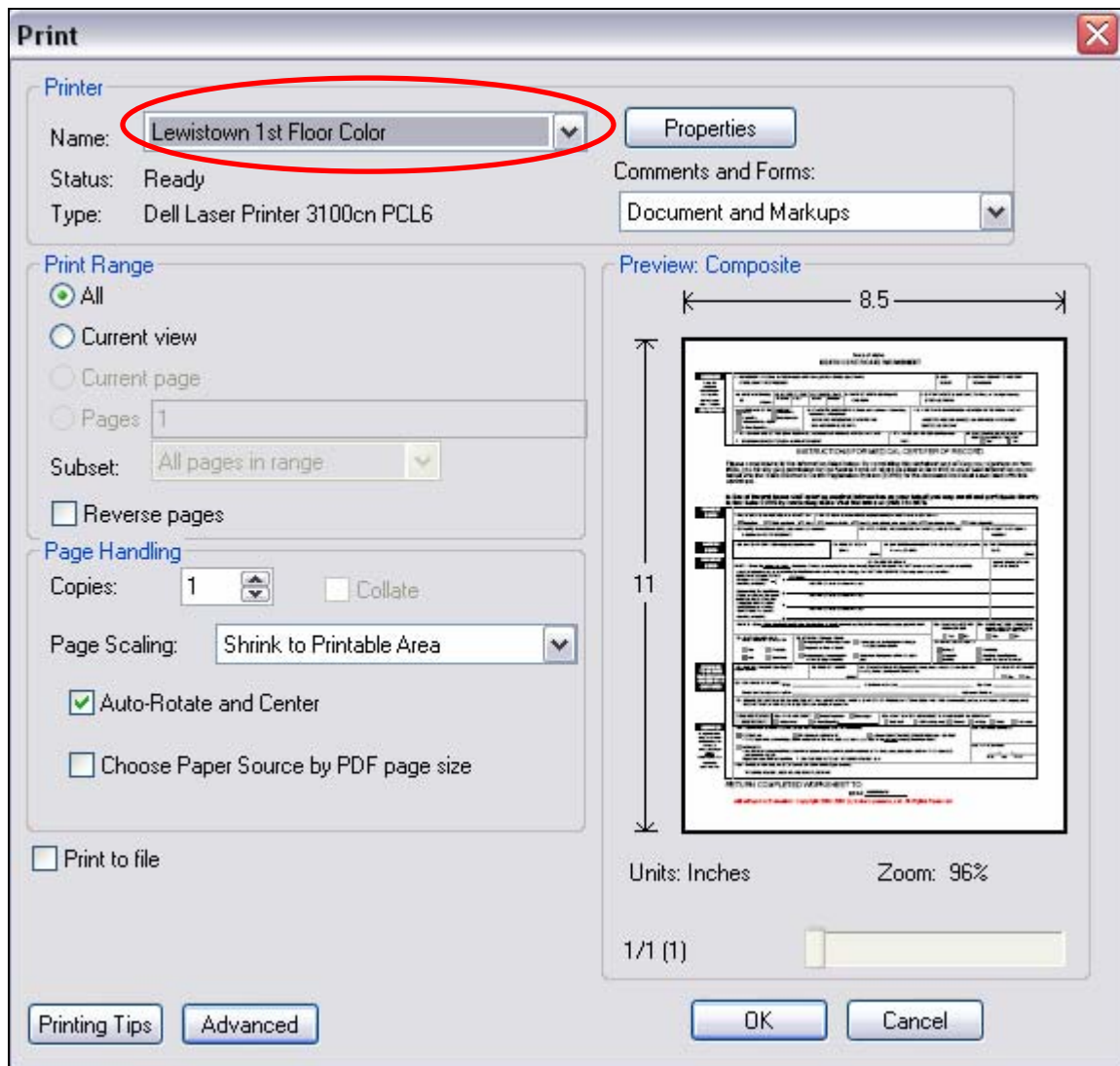
Date From : 01/01/2008 -- 10/10/2008

Time	Natural	Accident	Suicide	Homicide	Pending	Not Determined	Totals
10:00am-10:59am	1	0	0	0	0	0	1

9.63 x 11.00 in

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.



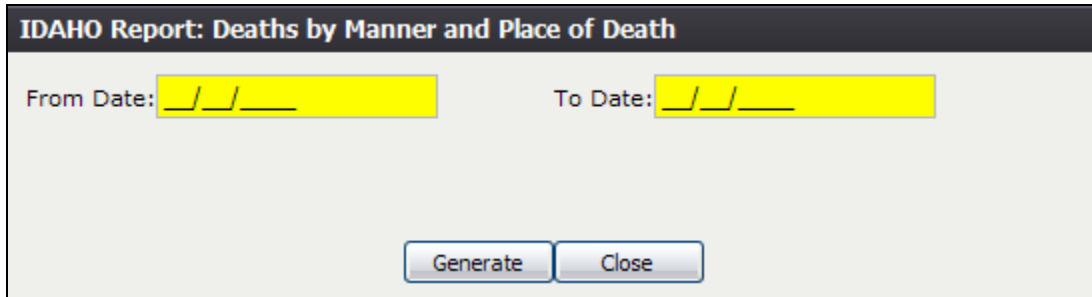
- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.3. Deaths by Manner and Place of Death

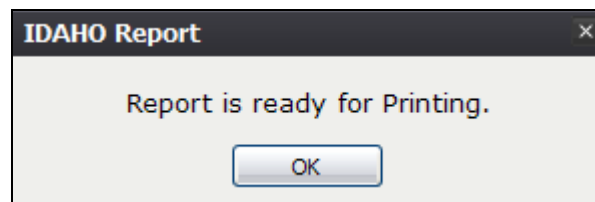
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.

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2. Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Place of Death** menu item.
3. The following screen will be displayed:

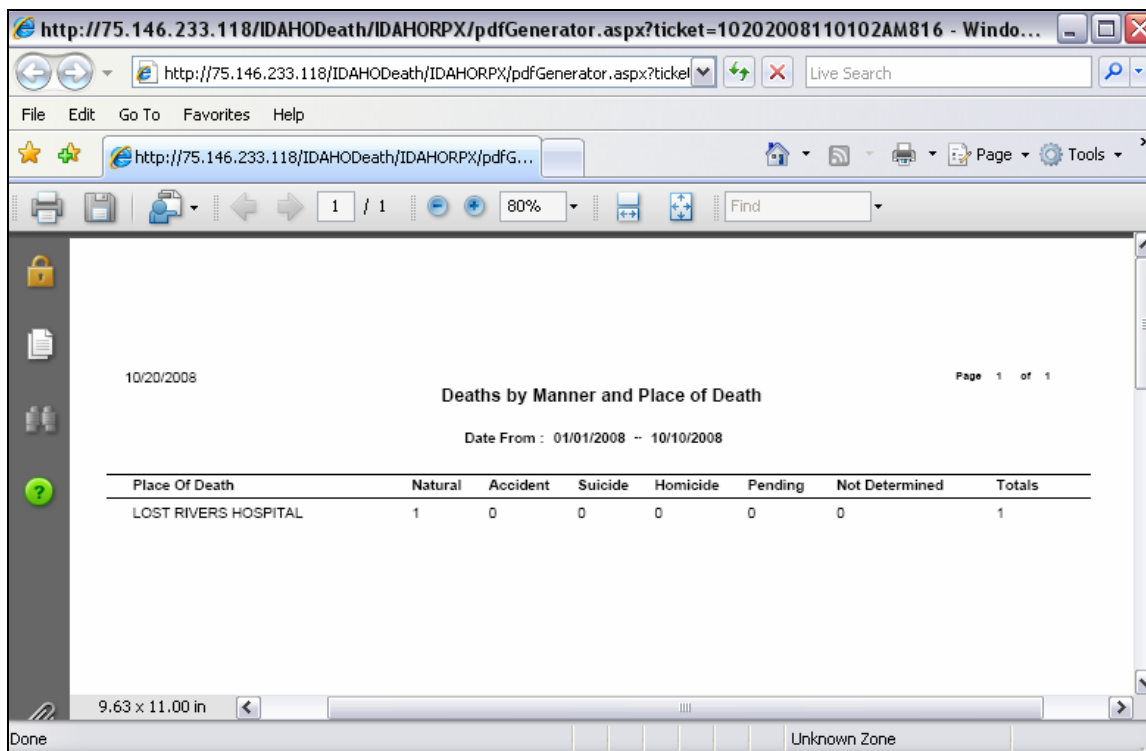



4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:




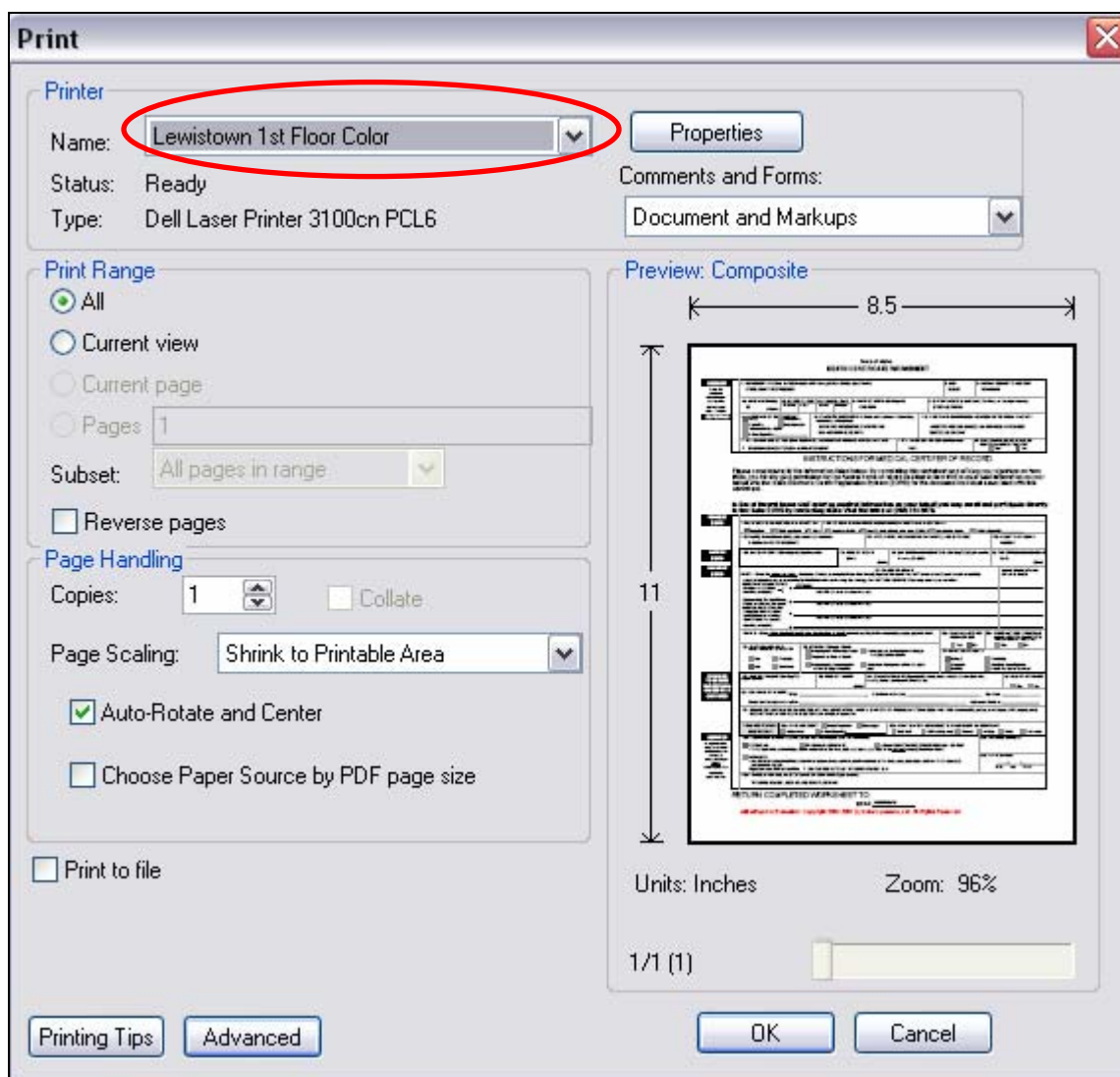
5. Click '**OK**'. The report will open in a new window.

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- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

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Print

Printer

Name: Lewistown 1st Floor Color ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6 Comments and Forms: Document and Markups ▼

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

Page Handling

Copies: 1 ▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.4. Deaths by Manner and Type of Place of Death

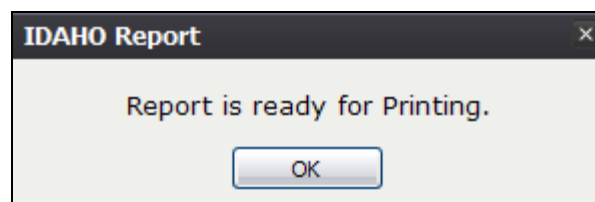
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Type of Place of Death** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 121 of 190

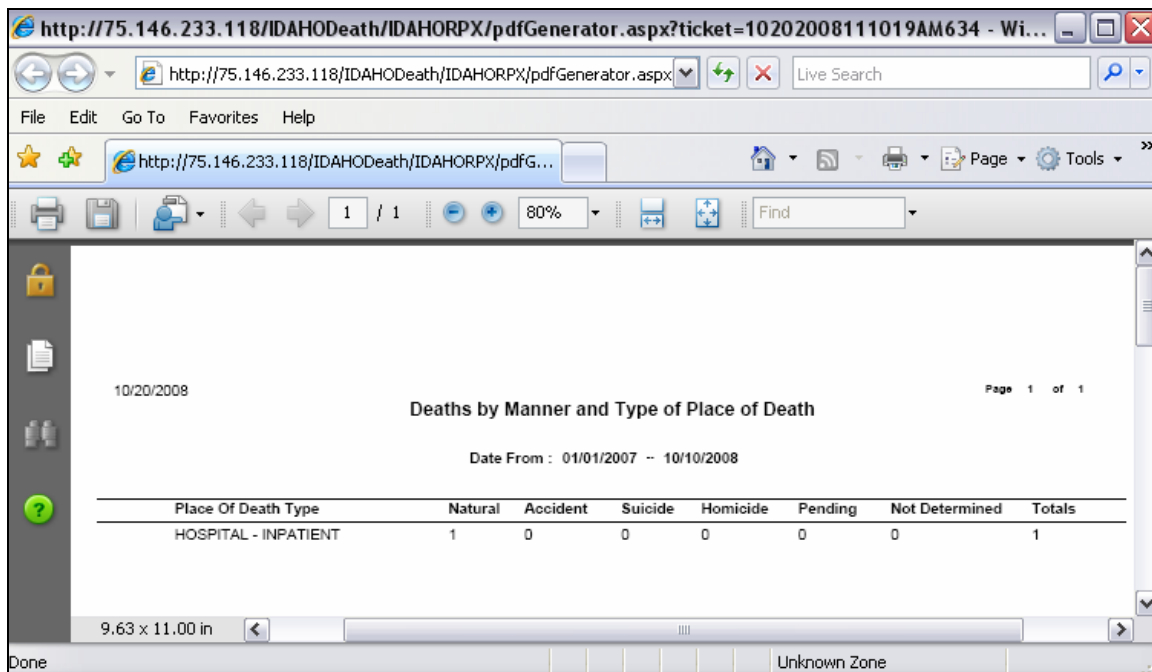
IDAHO Report: Deaths by Manner and Type of Place of Death

From Date: To Date:

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.




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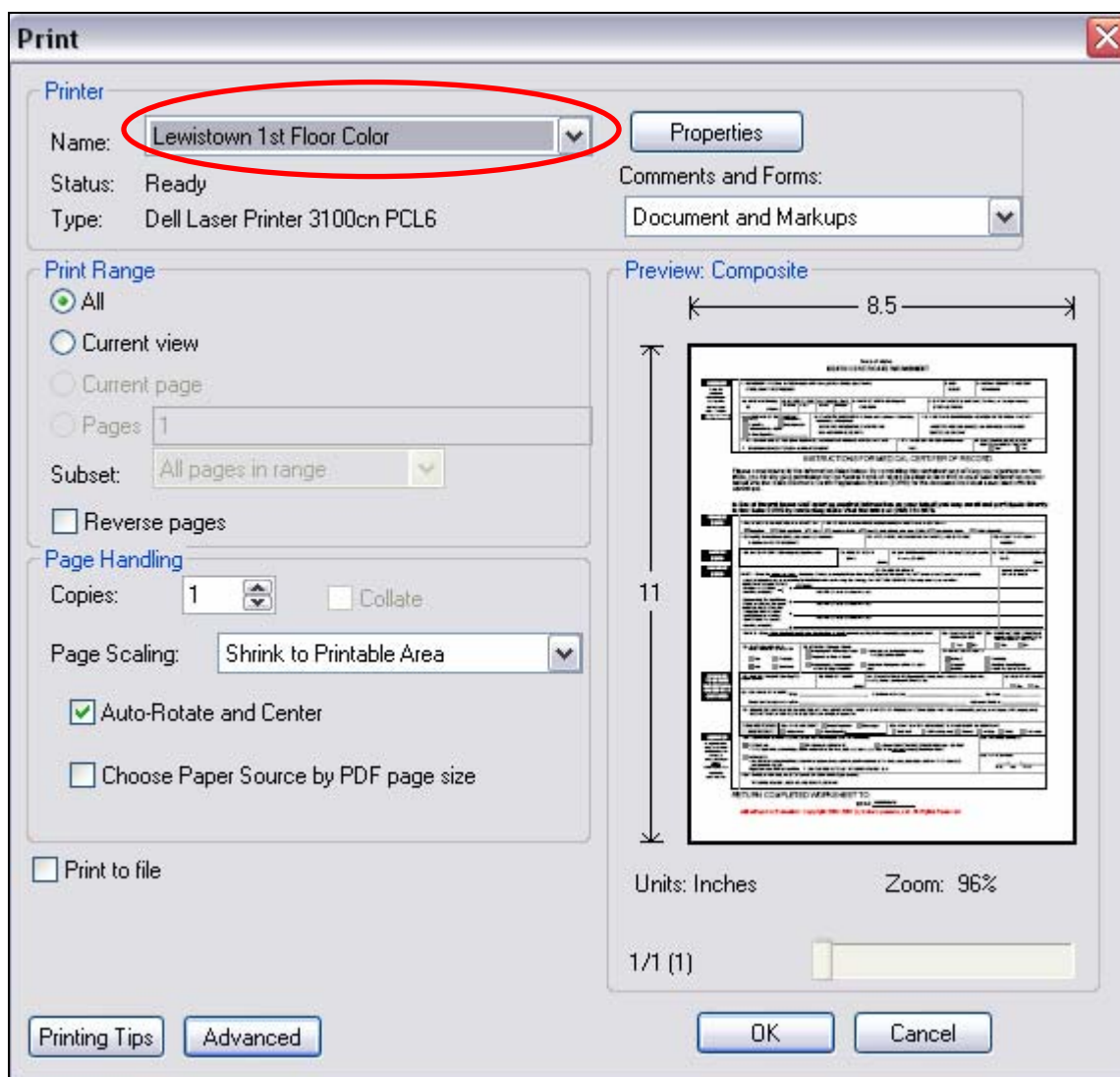
Deaths by Manner and Type of Place of Death

Date From : 01/01/2007 -- 10/10/2008

Place Of Death Type	Natural	Accident	Suicide	Homicide	Pending	Not Determined	Totals
HOSPITAL - INPATIENT	1	0	0	0	0	0	1

6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.


	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.5. Deaths by Manner and County of Death

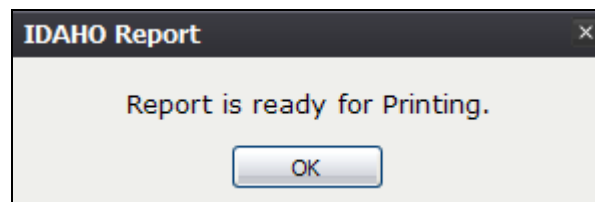
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and County of Death** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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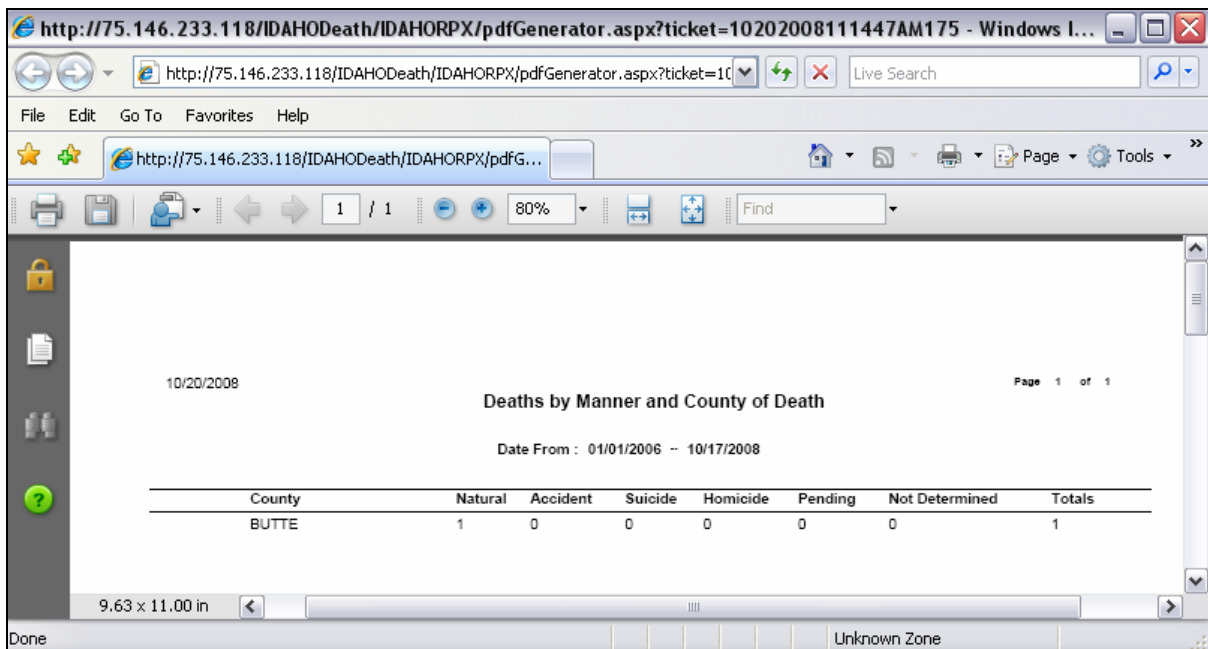
IDAHO Report: Deaths by Manner and County of Death

From Date: To Date:

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.




10/20/2008


Deaths by Manner and County of Death

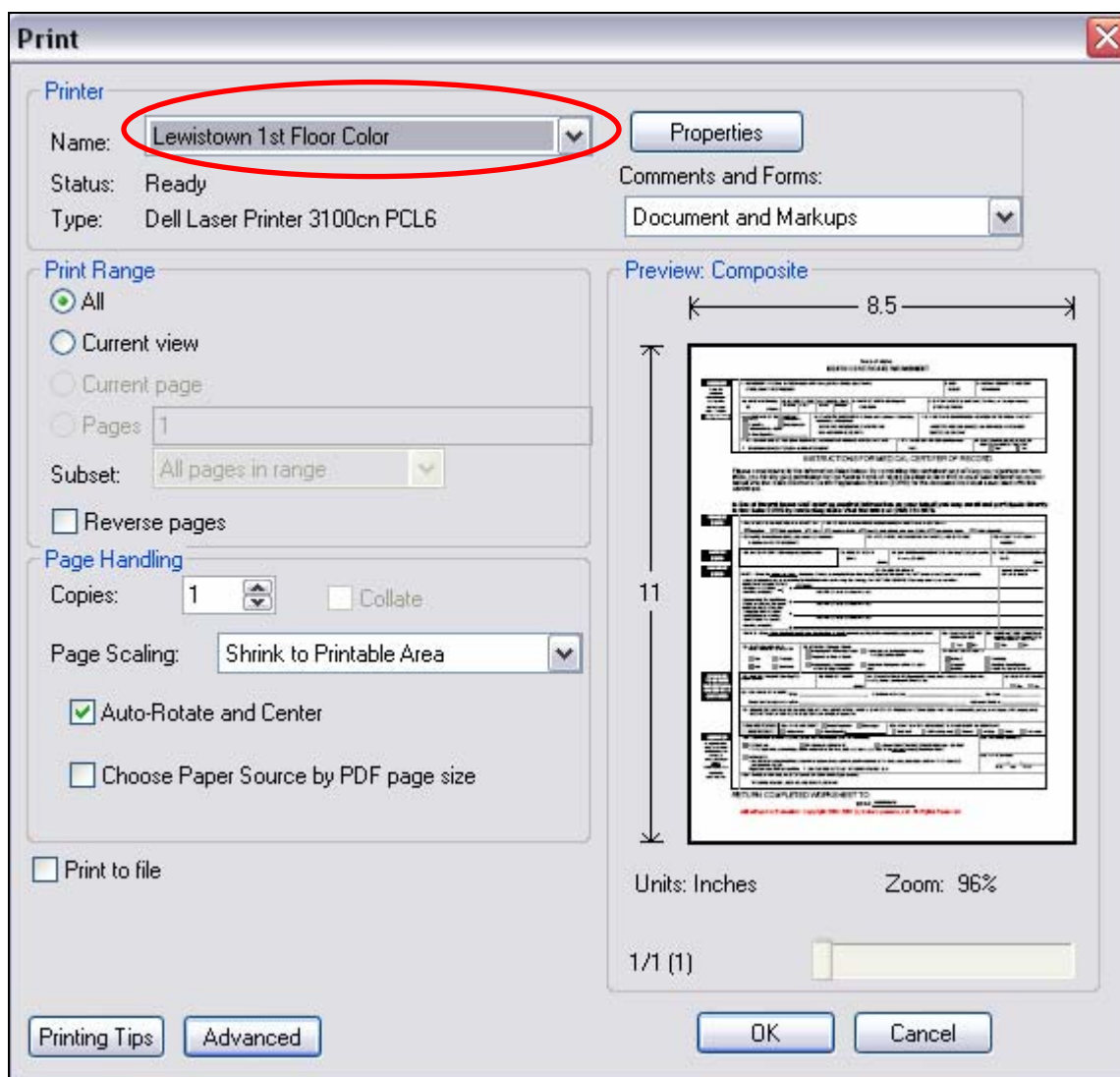
Date From : 01/01/2006 -- 10/17/2008

County	Natural	Accident	Suicide	Homicide	Pending	Not Determined	Totals
BUTTE	1	0	0	0	0	0	1

Page 1 of 1

6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 ☐ Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.6. Deaths by Manner and Zip Code of Place of Death

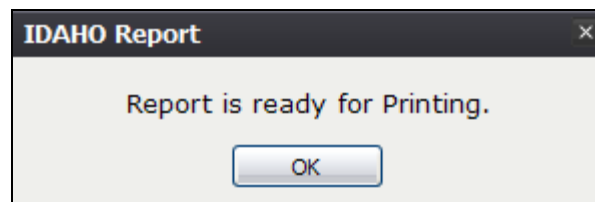
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Zip Code of Place of Death** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 125 of 190

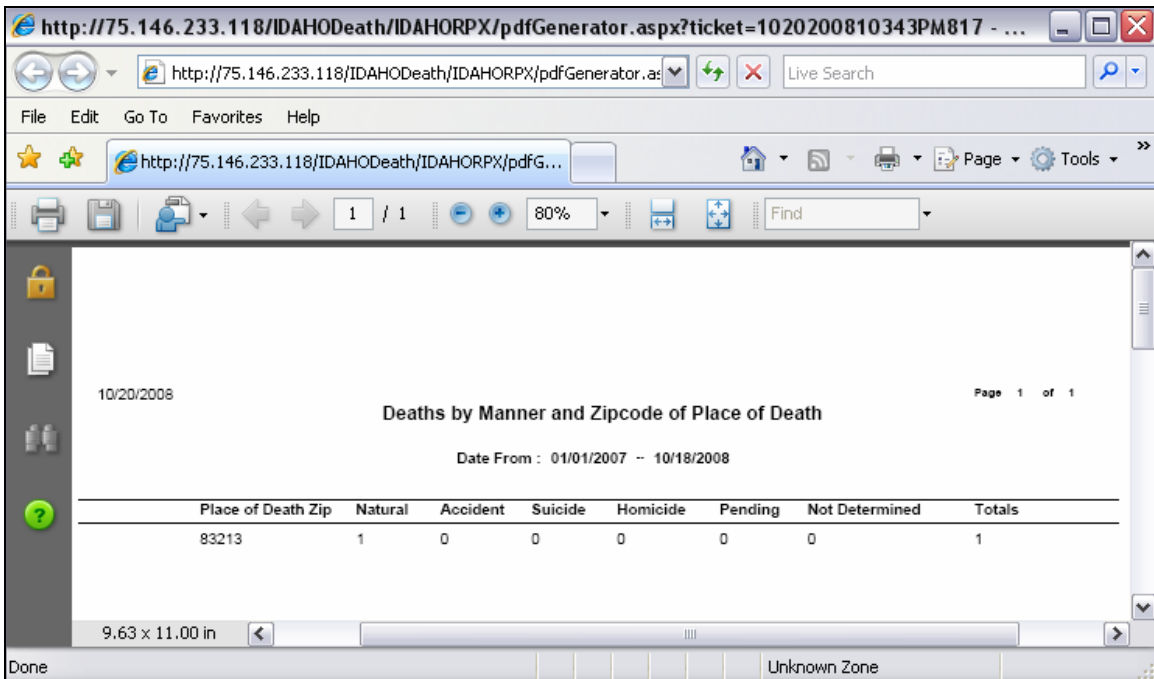
IDAHO Report: Deaths by Manner and Zipcode of Place of Death

From Date: To Date:

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.



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Deaths by Manner and Zipcode of Place of Death


Date From : 01/01/2007 -- 10/18/2008


Place of Death Zip	Natural	Accident	Suicide	Homicide	Pending	Not Determined	Totals
83213	1	0	0	0	0	0	1

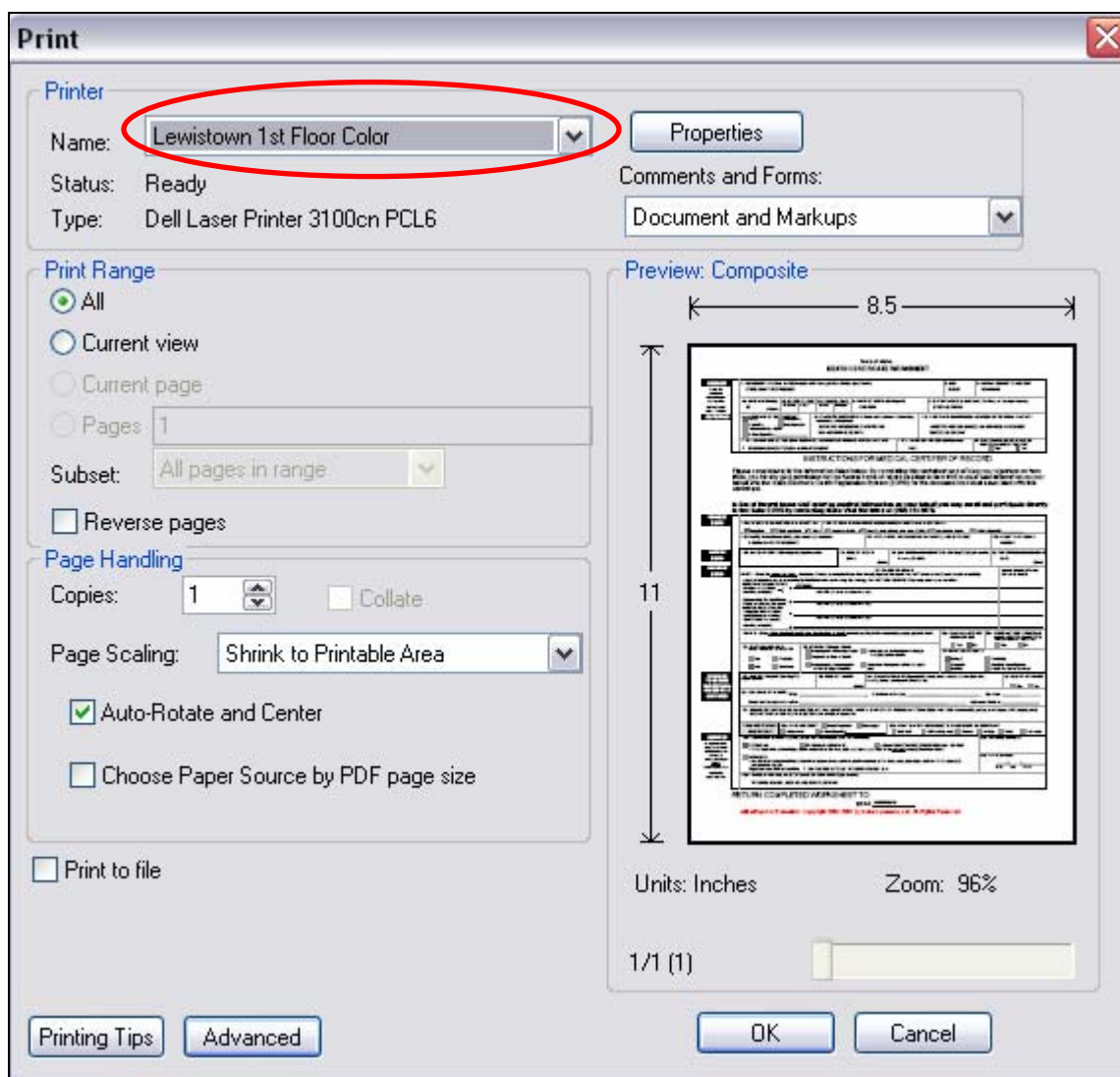
9.63 x 11.00 in

Done

Unknown Zone

6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.


	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.7. Deaths by Manner and Place of Injury

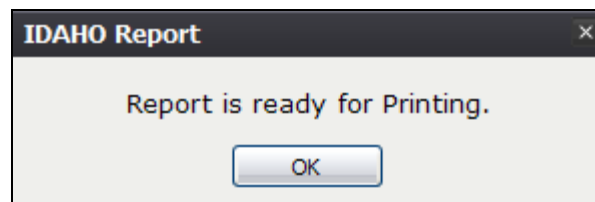
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Place of Injury** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 127 of 190

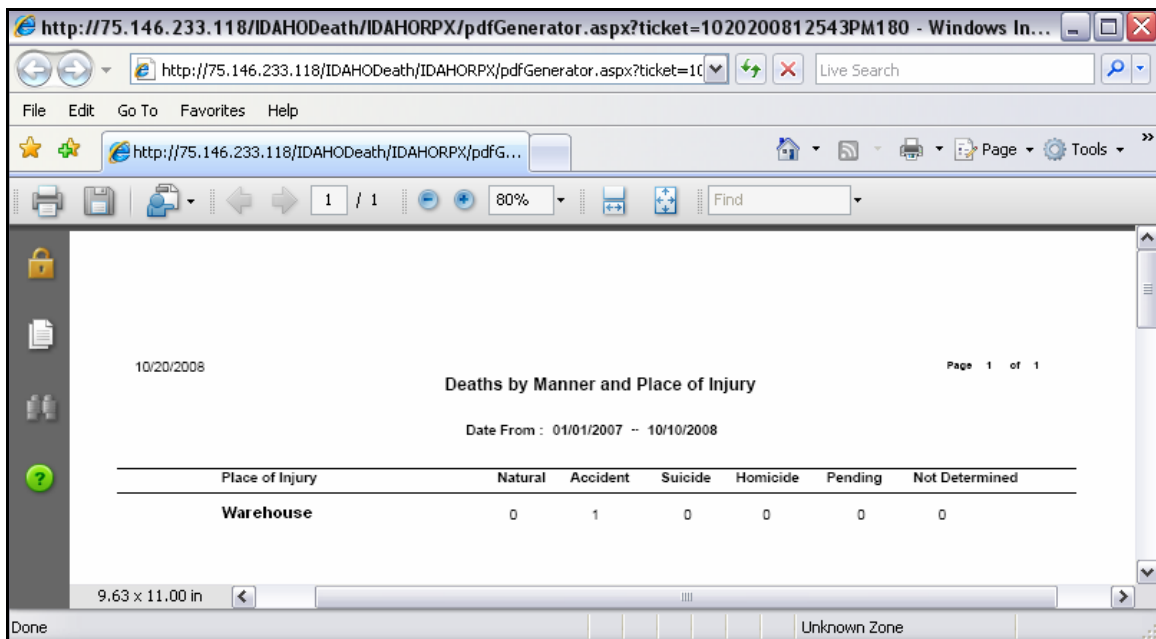
IDAHO Report: Deaths by Manner and Place of Injury


From Date: To Date:


4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

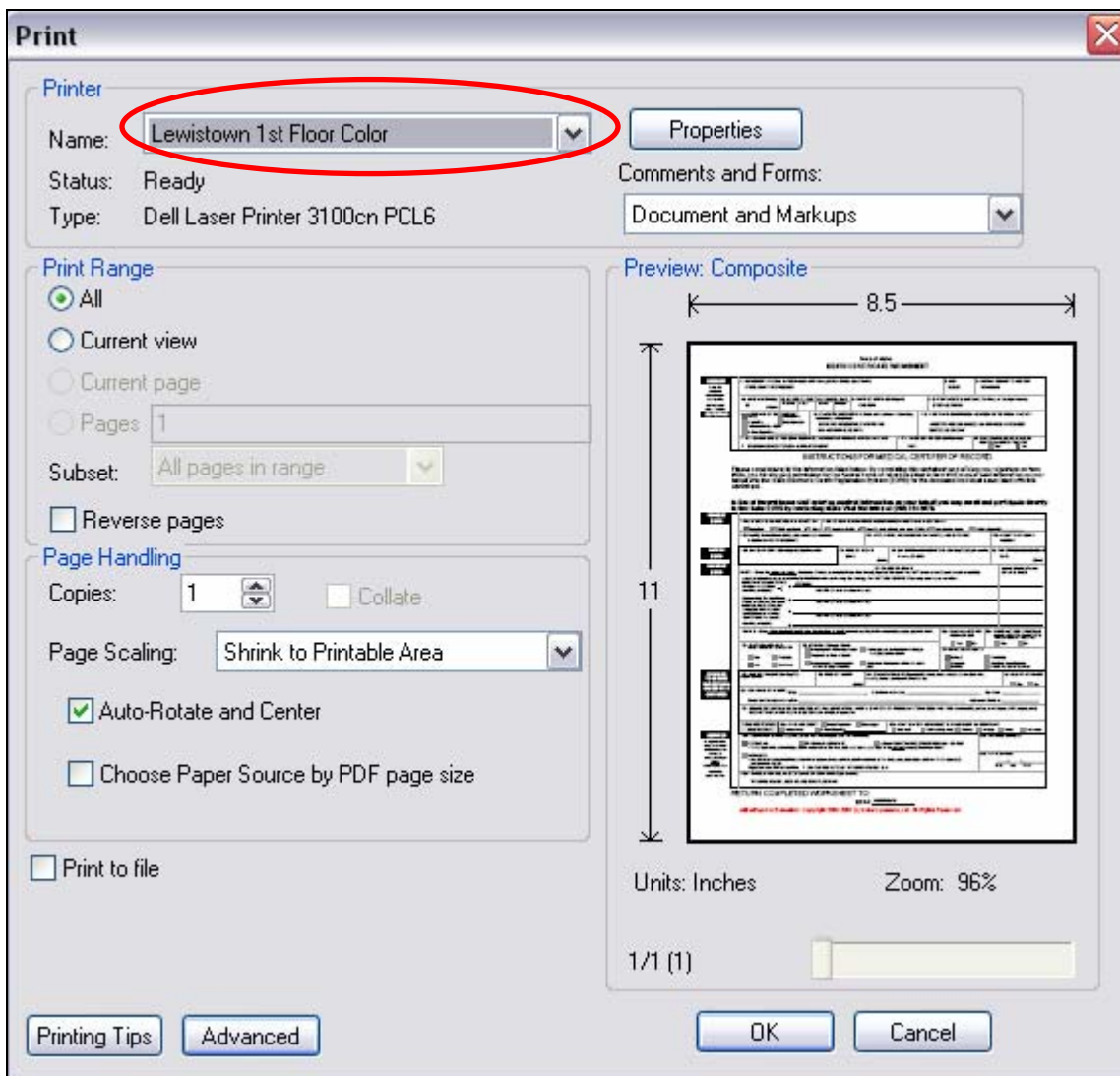


5. Click '**OK**'. The report will open in a new window.



6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.


	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section	Approved By: Annachristine Hoover	Page No: 128 of 190	



- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.8. Deaths by Manner and County of Injury

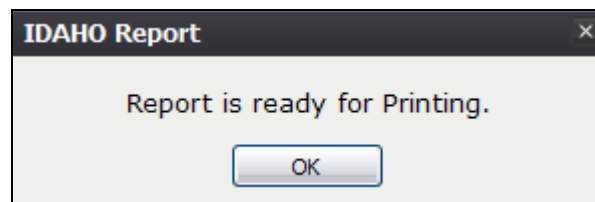
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and County of Injury** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 129 of 190

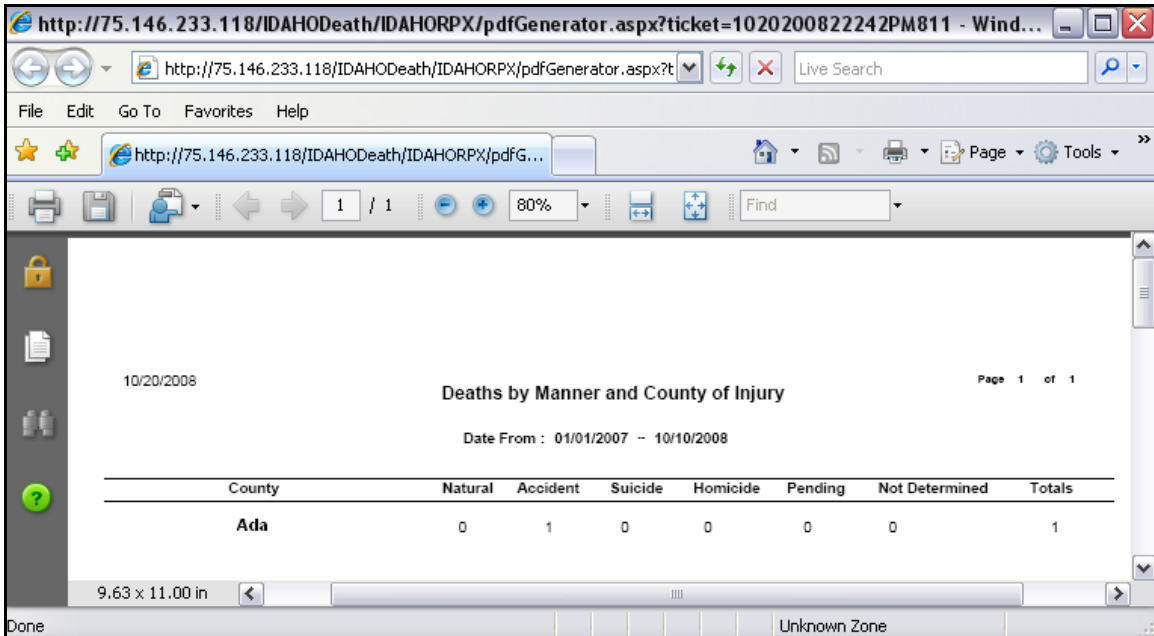
IDAHO Report: Deaths by Manner and County of Injury

From Date: To Date:

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.




10/20/2008


Deaths by Manner and County of Injury

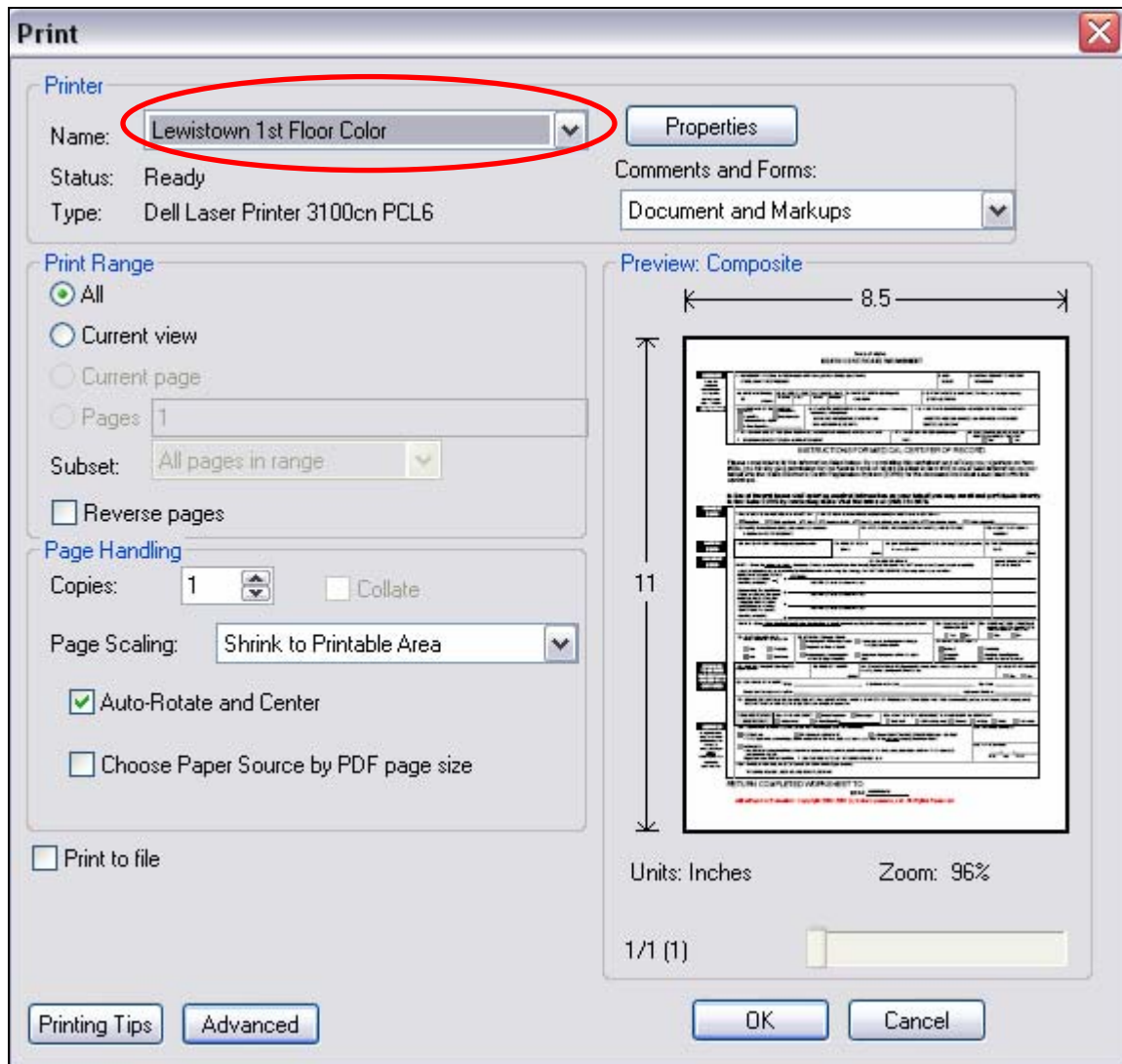
Date From : 01/01/2007 ~ 10/10/2008

County	Natural	Accident	Suicide	Homicide	Pending	Not Determined	Totals
Ada	0	1	0	0	0	0	1

Page 1 of 1

6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 130 of 190



Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 ☐ Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.9. Deaths by Manner and Zip Code of Place of Injury

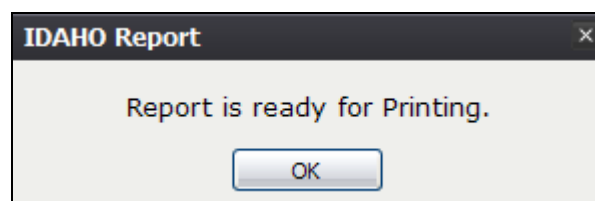
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Zip Code of Place of Injury** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 131 of 190

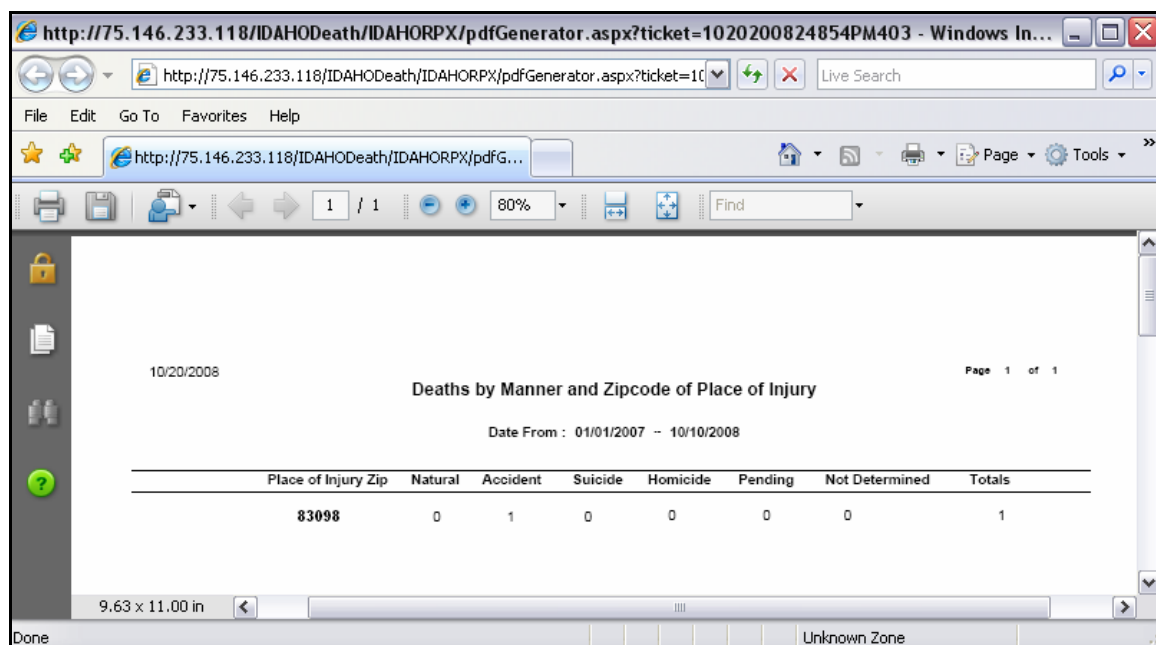
IDAHO Report: Deaths by Manner and Zipcode of Place of Injury


From Date: To Date:


- Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

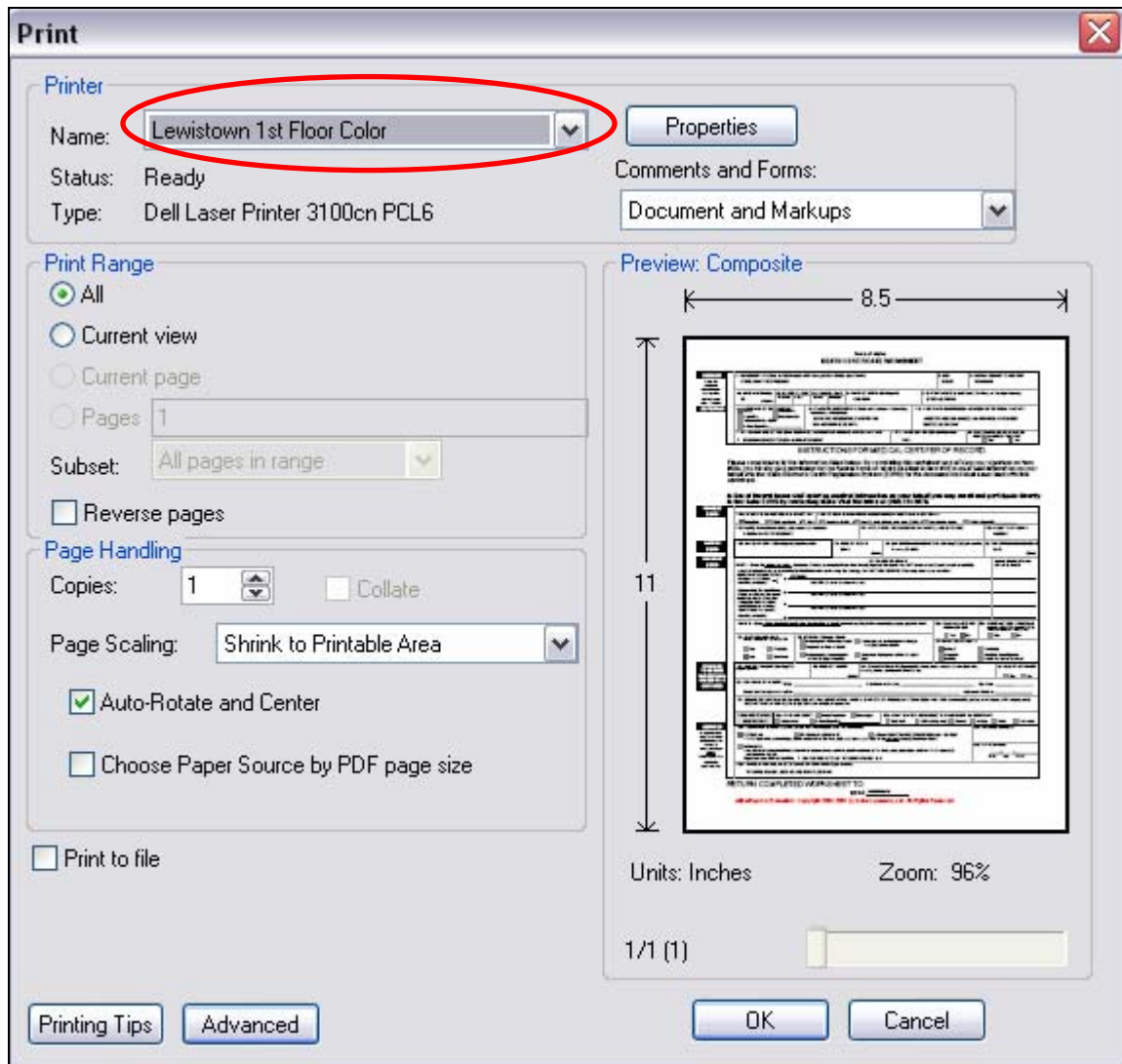


- Click '**OK**'. The report will open in a new window.



- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section	Approved By: Annachristine Hoover	Page No: 132 of 190	



Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 ☐ Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.10. Deaths by Manner and Age

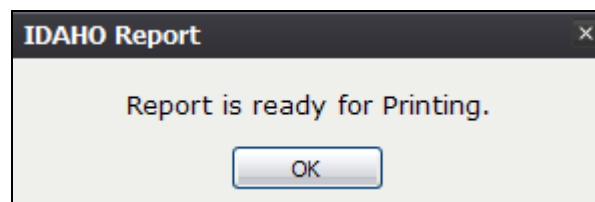
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Age** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 133 of 190

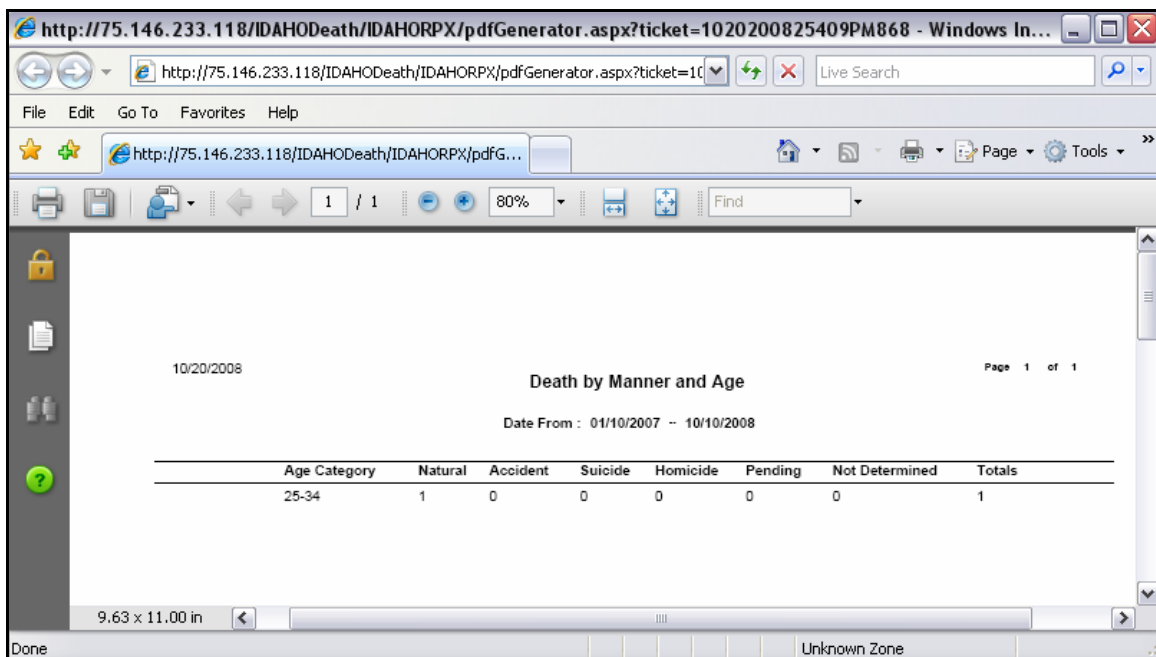
IDAHO Report: Death by Manner and Age


From Date:
To Date:


4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

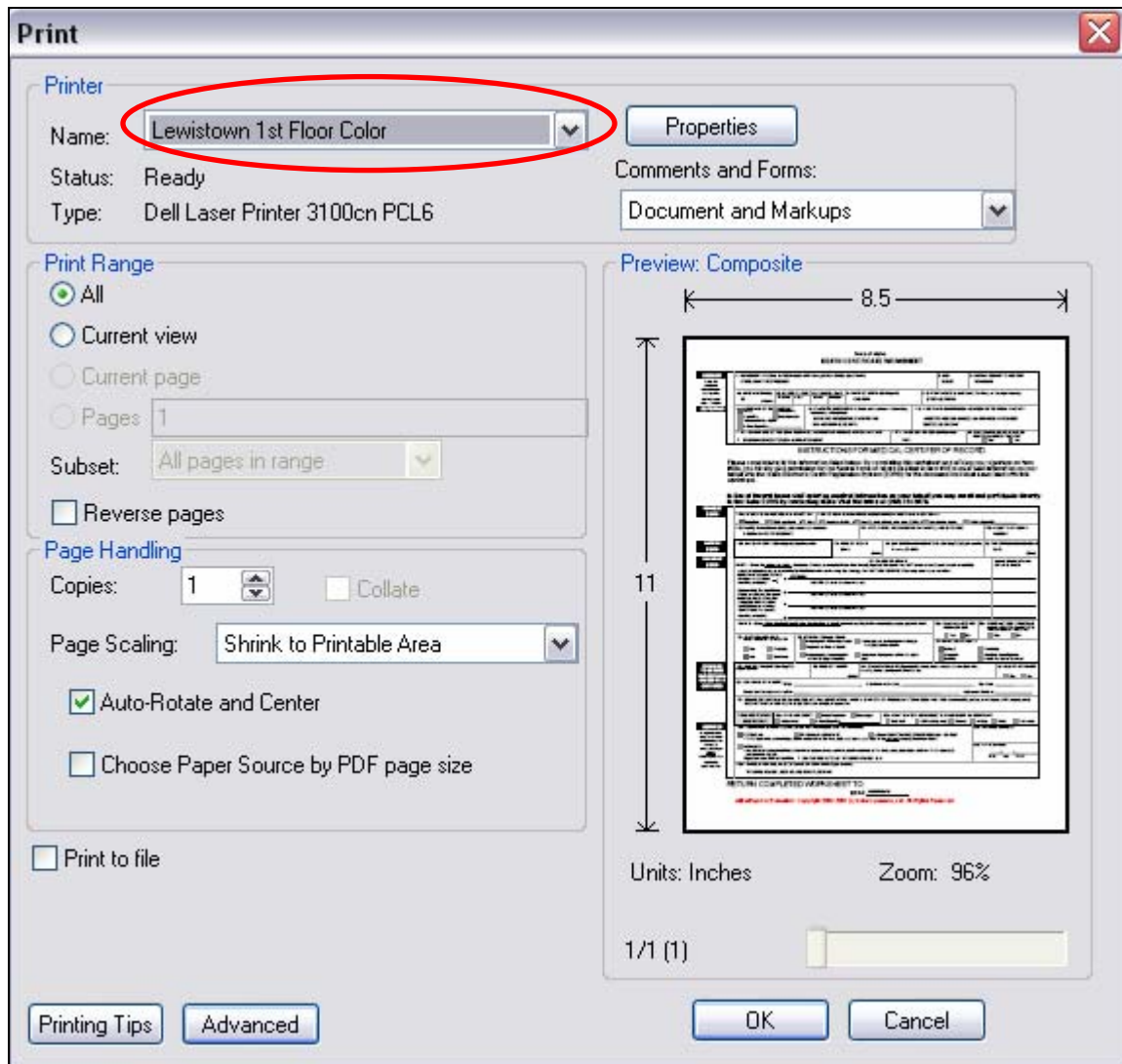


5. Click '**OK**'. The report will open in a new window.



6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 134 of 190



Print

Printer

Name: Lewistown 1st Floor Color **Properties**

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 ☐ Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips **Advanced** **OK** **Cancel**

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.11. Deaths by Manner and Race

- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Race** menu item.
- The following screen will be displayed:

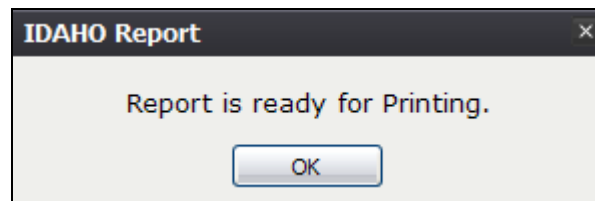
	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 135 of 190

IDAHO Report: Deaths by Manner and Race

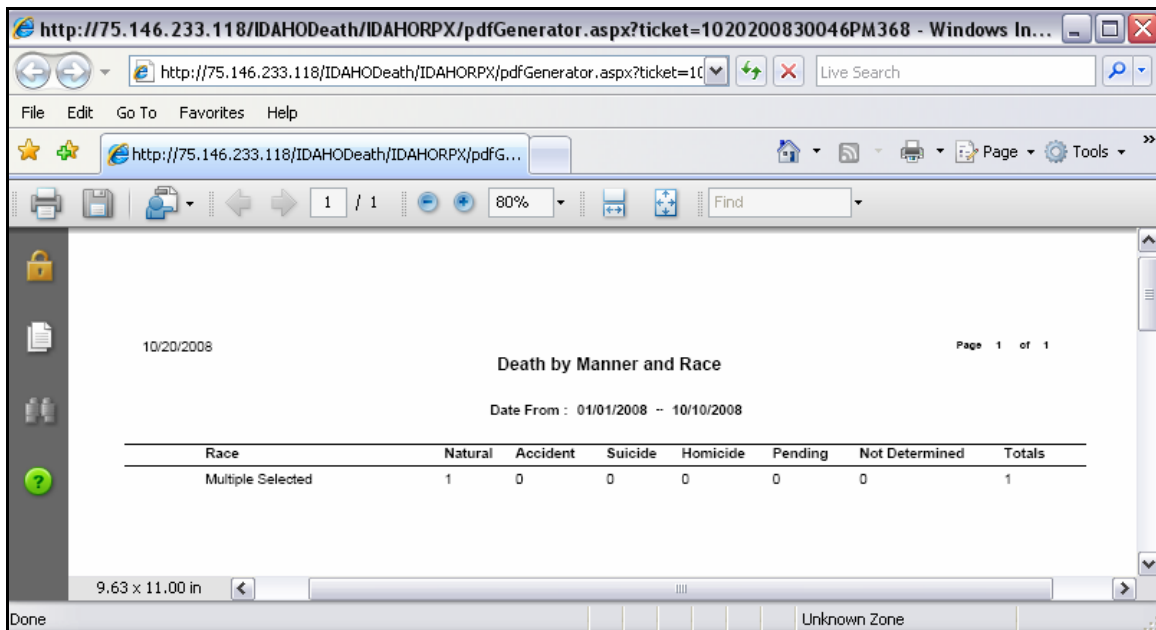
From Date: _/_/_
To Date: _/_/_


Generate
Close


4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

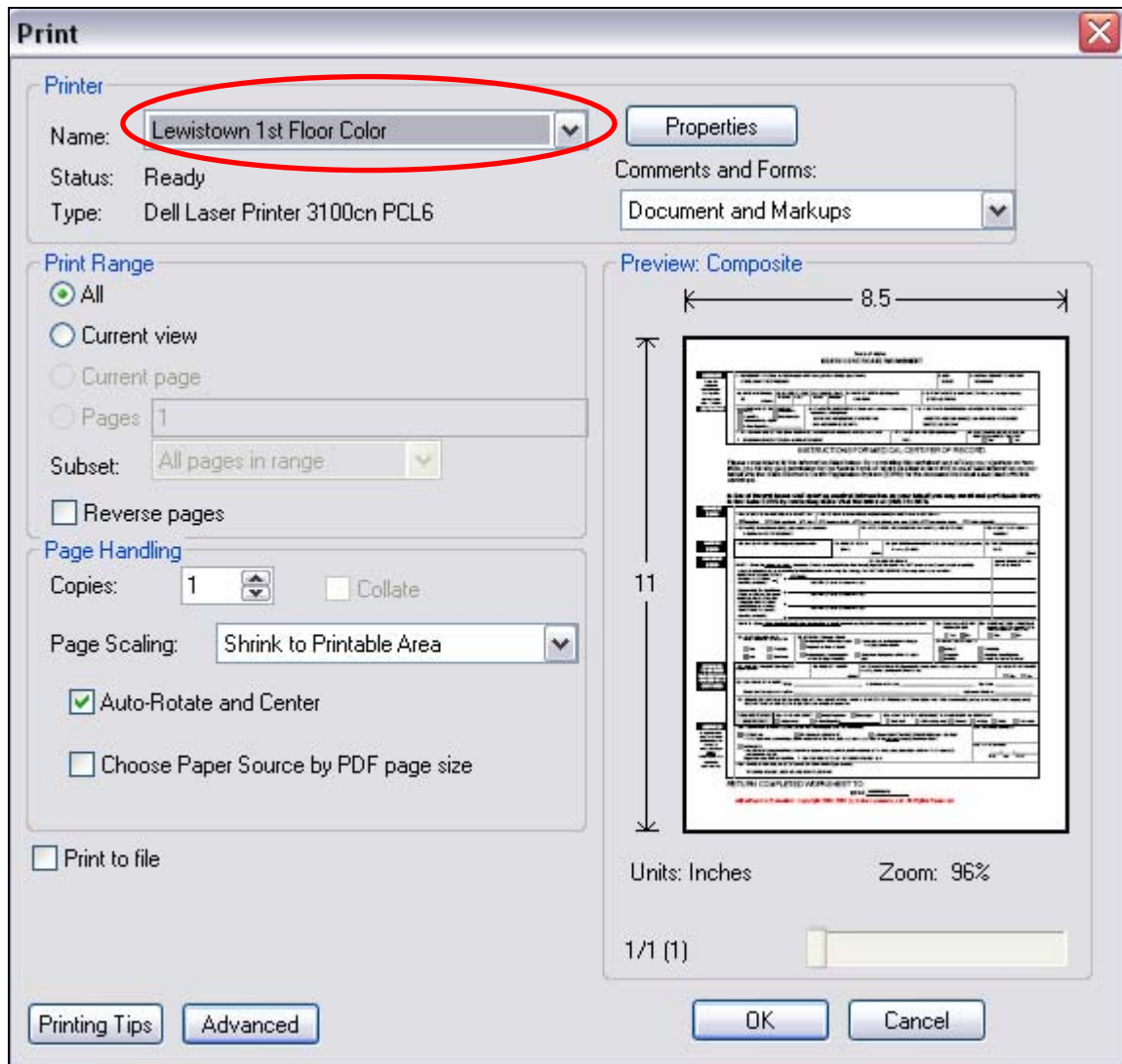


5. Click '**OK**'. The report will open in a new window.



6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section	Approved By: Annachristine Hoover	Page No: 136 of 190	



Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 ☐ Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.12. Deaths by Manner and Origin

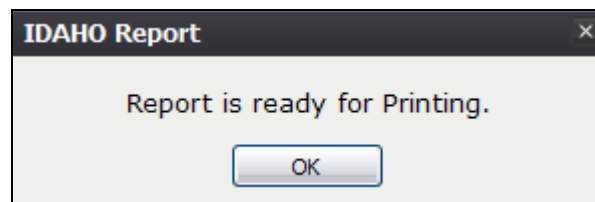
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Origin** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 137 of 190

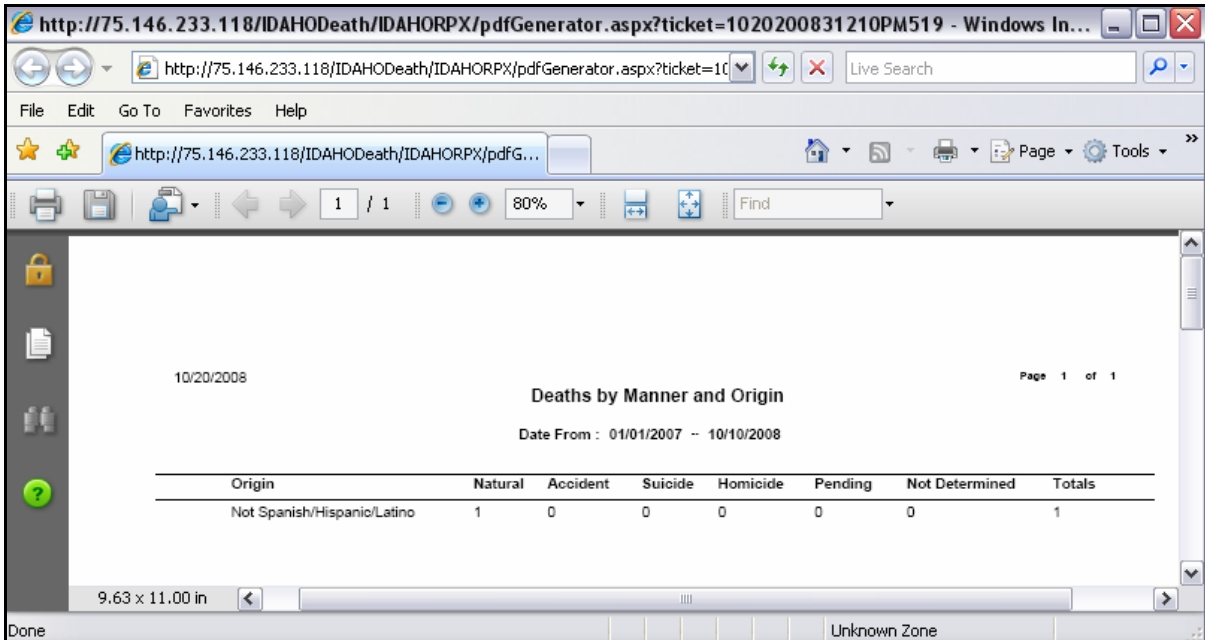
IDAHO Report: Deaths by Manner and Origin

From Date: To Date:

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.




10/20/2008


Deaths by Manner and Origin

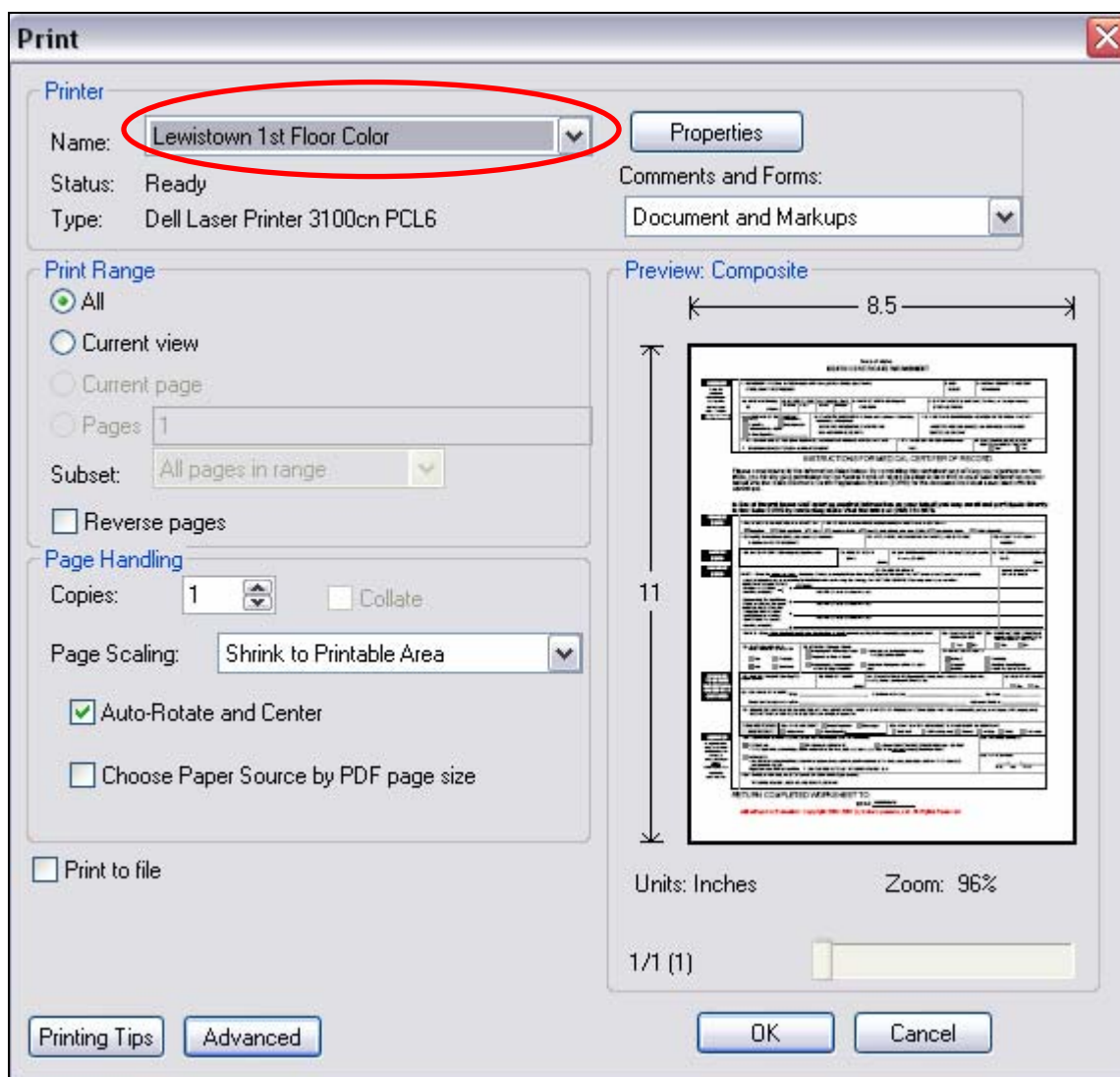
Date From : 01/01/2007 -- 10/10/2008

Origin	Natural	Accident	Suicide	Homicide	Pending	Not Determined	Totals
Not Spanish/Hispanic/Latino	1	0	0	0	0	0	1

Page 1 of 1

6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section	Approved By: Annachristine Hoover	Page No: 138 of 190	



Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 ☐ Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.13. Deaths by Manner and Education

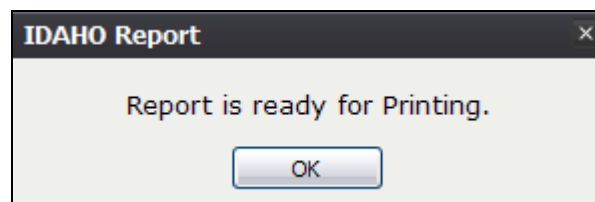
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Education** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 139 of 190

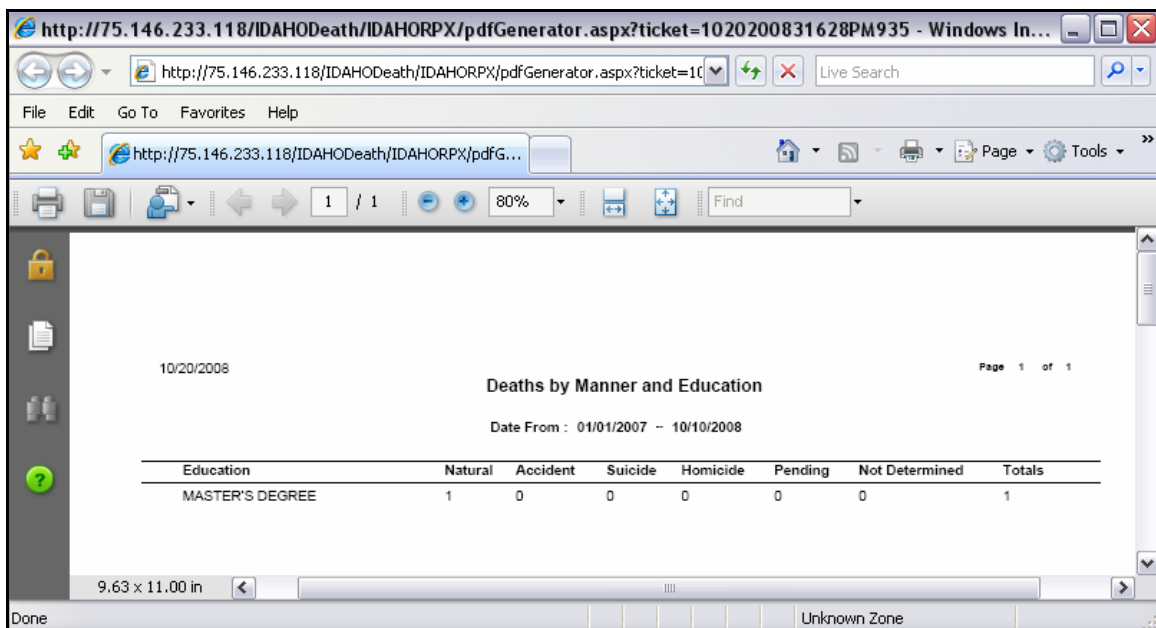
IDAHO Report: Deaths by Manner and Education


From Date: To Date:


4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

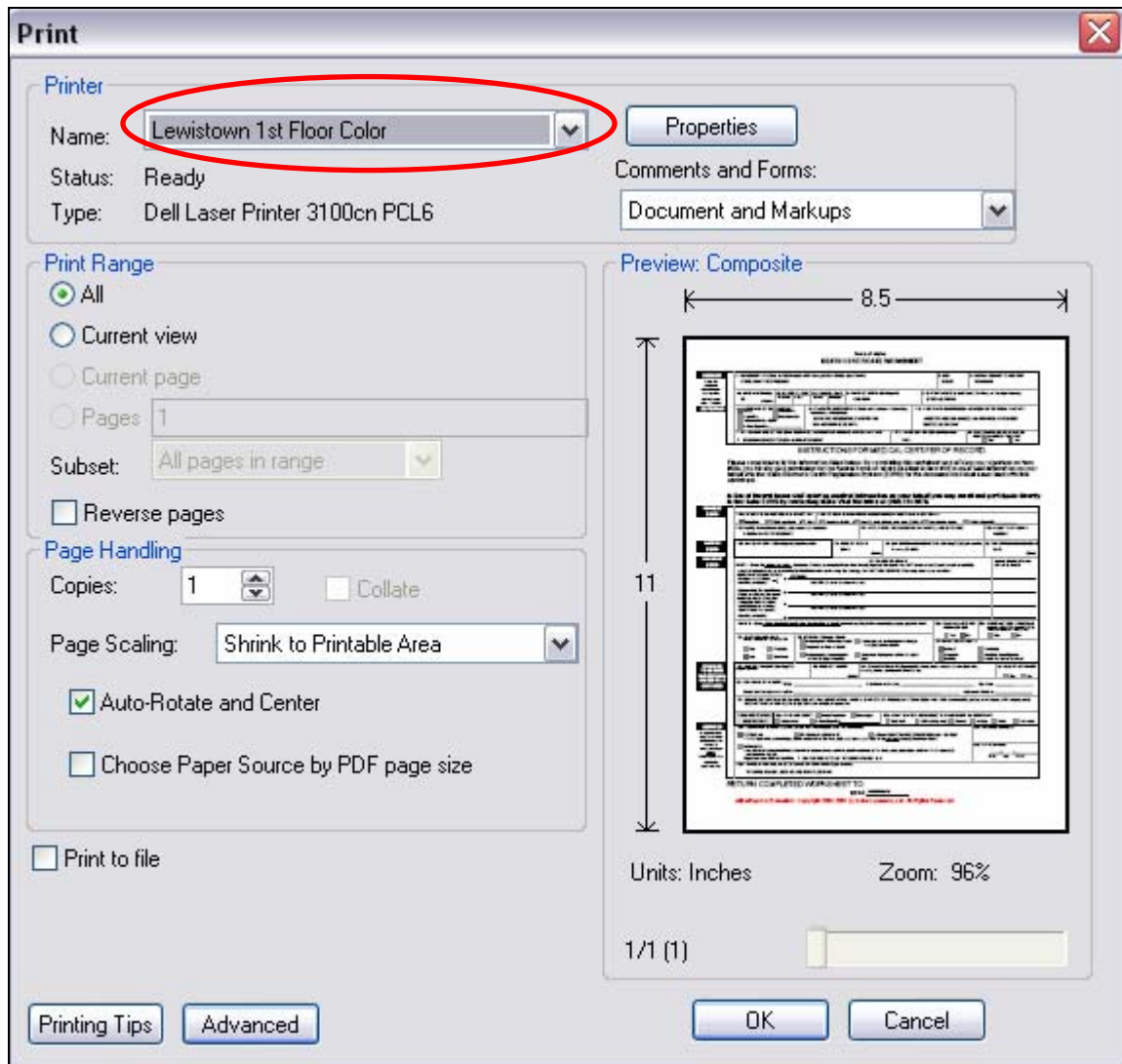


5. Click '**OK**'. The report will open in a new window.



6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section	Approved By: Annachristine Hoover	Page No: 140 of 190	



Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6 Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.14. Deaths by Manner and Marital Status

- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Marital Status** menu item.
- The following screen will be displayed:

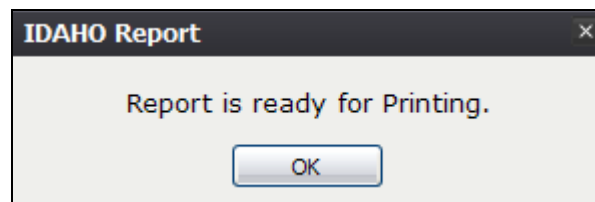
	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 141 of 190

IDAHO Report: Deaths by Manner and Marital Status

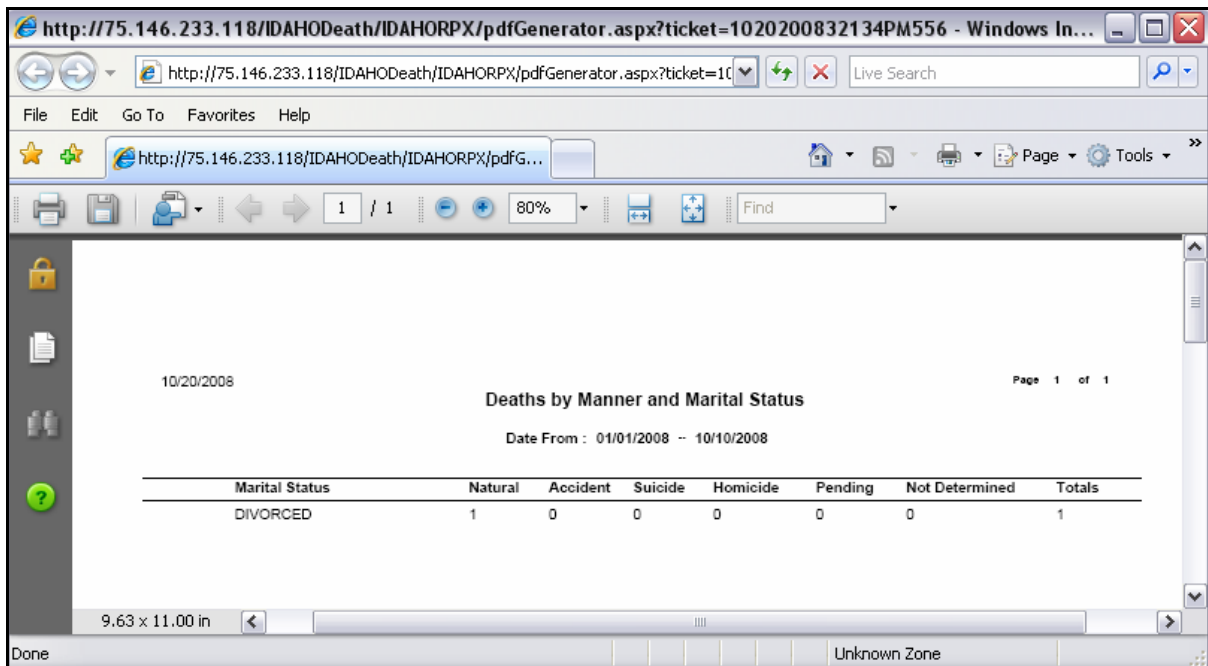
From Date: _/_/_
To Date: _/_/_

Generate
Close

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.





10/20/2008 Page 1 of 1

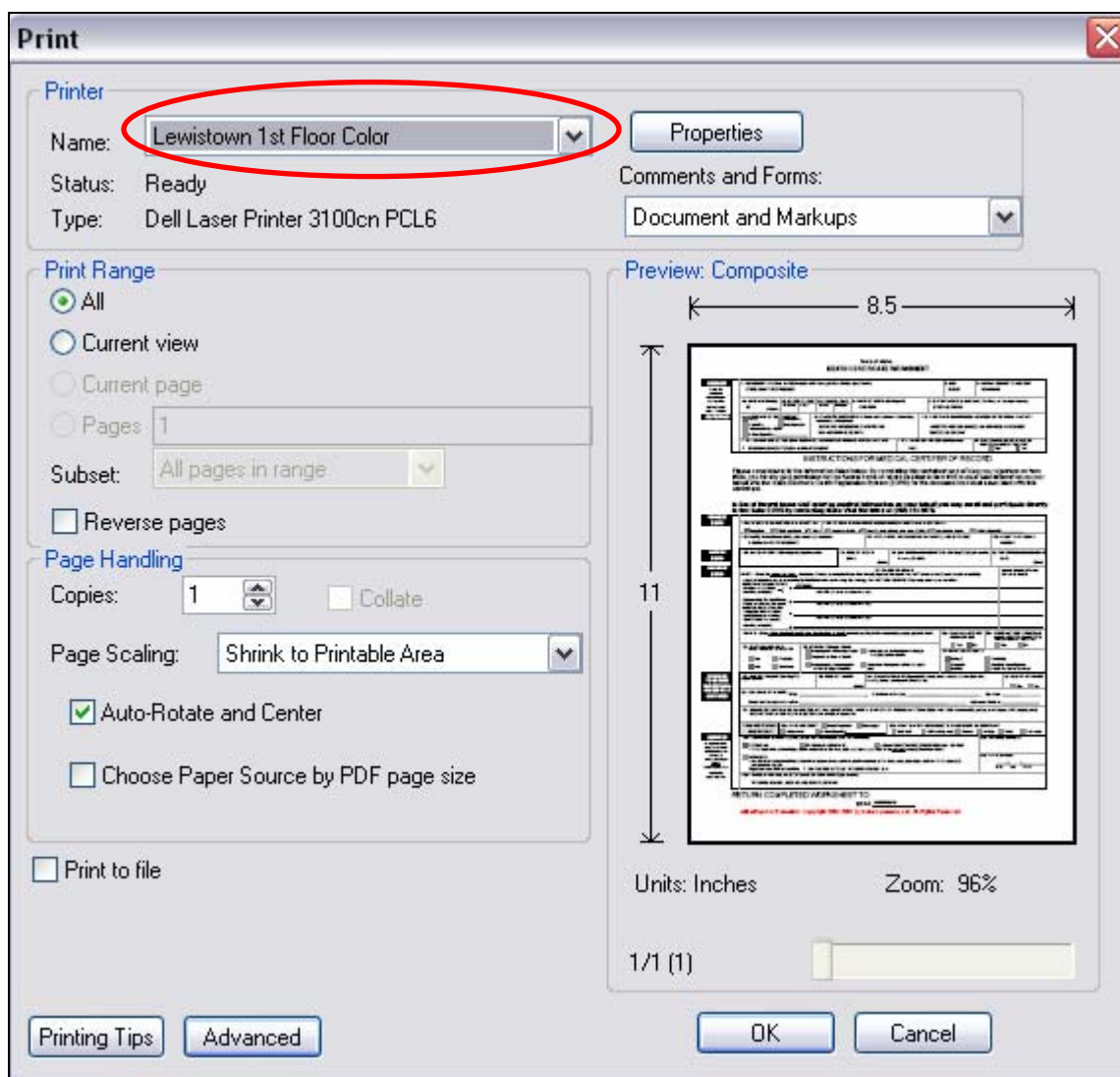
Deaths by Manner and Marital Status

Date From : 01/01/2008 -- 10/10/2008

Marital Status	Natural	Accident	Suicide	Homicide	Pending	Not Determined	Totals
DIVORCED	1	0	0	0	0	0	1

6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 142 of 190



Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.15. Deaths by Manner and Work Related (yes/no)

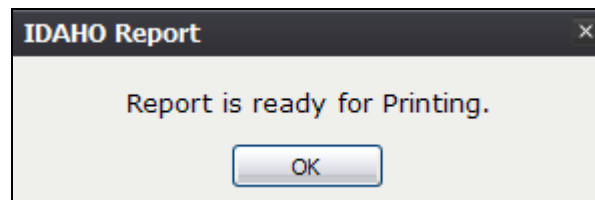
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Work Related (yes/no)** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 143 of 190

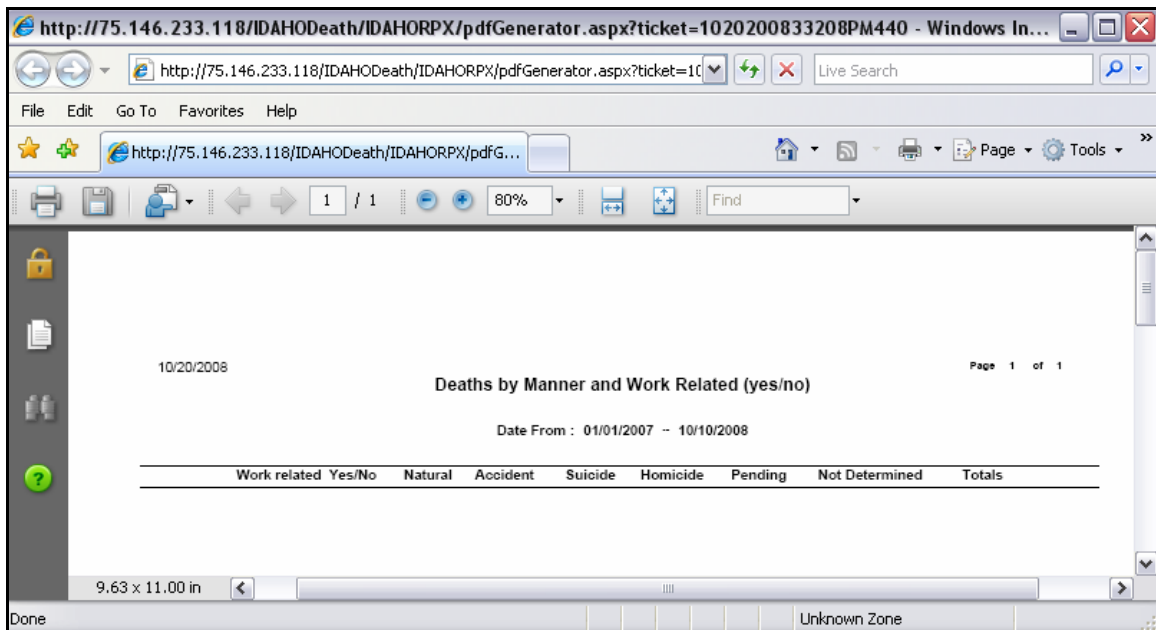
IDAHO Report: Deaths by Manner and Work Related (yes/no)


From Date: / / To Date: / /


4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

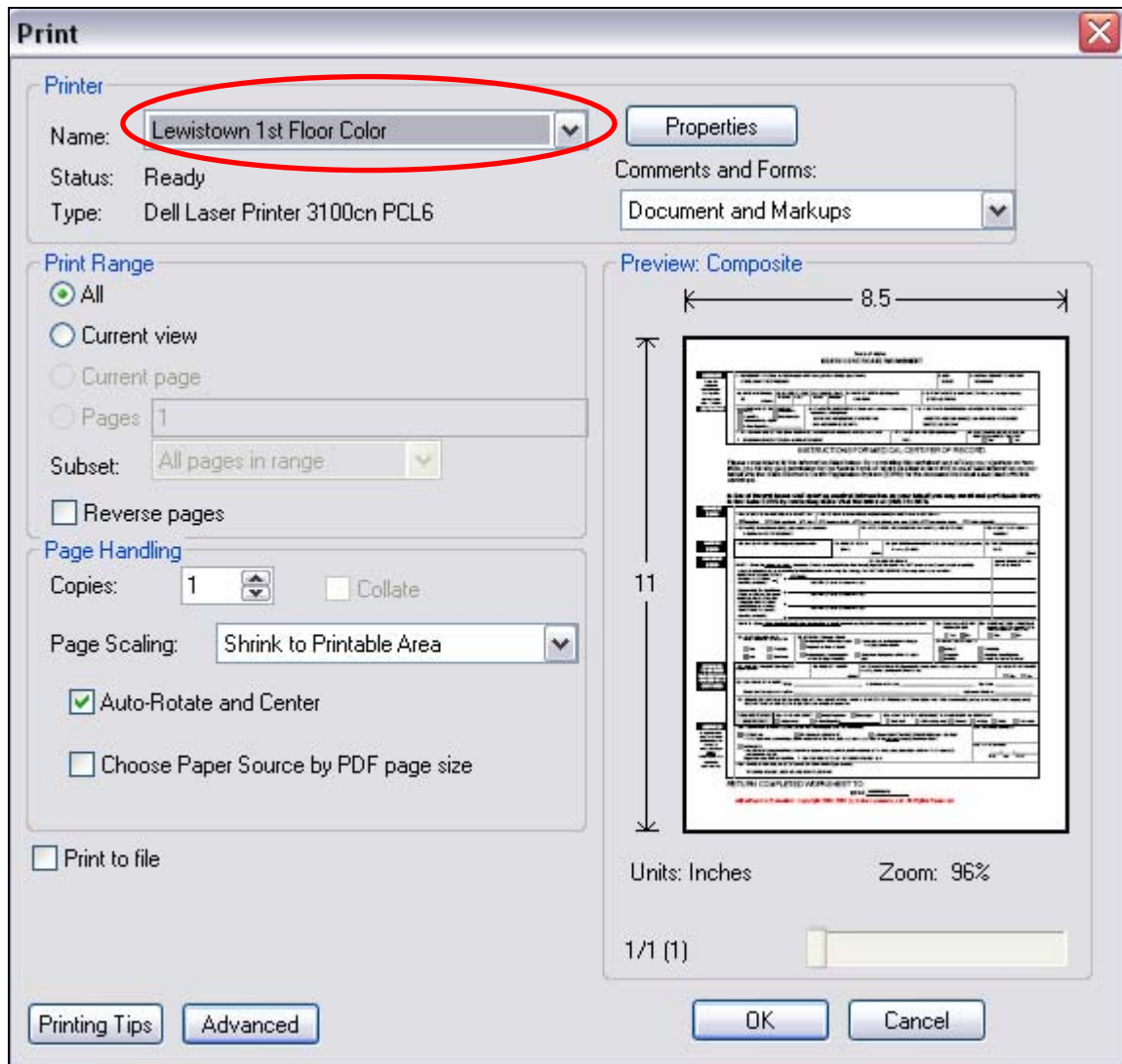


5. Click '**OK**'. The report will open in a new window.



6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section	Approved By: Annachristine Hoover	Page No: 144 of 190	



Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6 Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 ☐ Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.16. Deaths by Manner and Gender

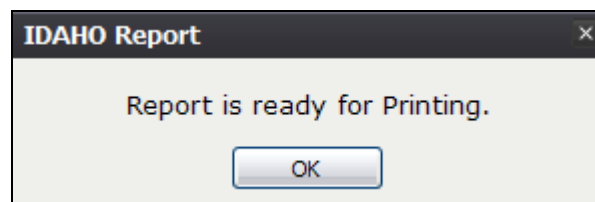
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Deaths by Manner and Gender** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 145 of 190

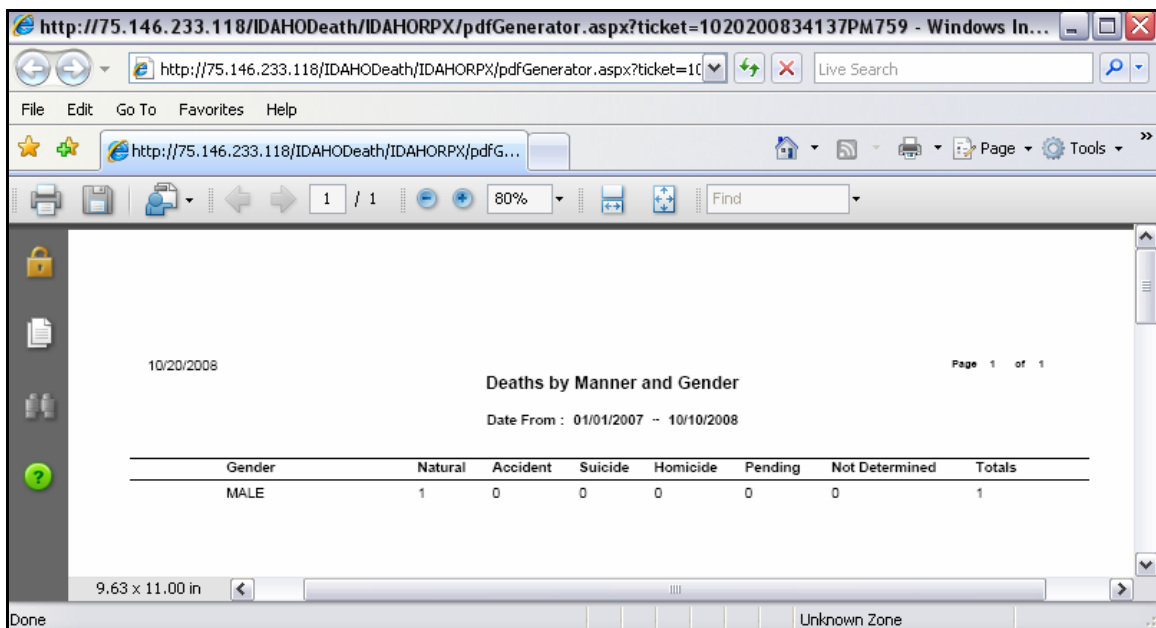
IDAHO Report: Deaths by Manner and Gender


From Date: To Date:


4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

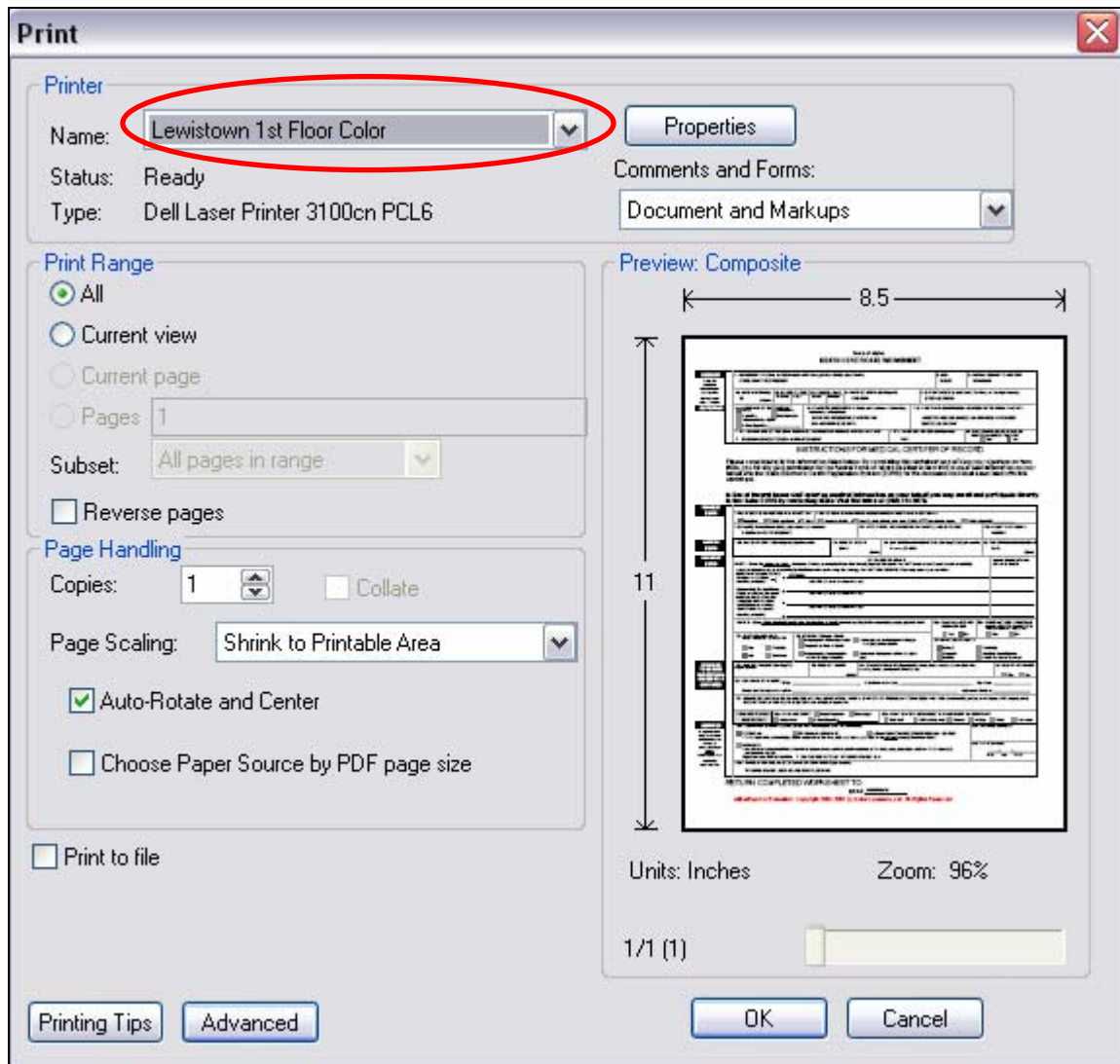


5. Click '**OK**'. The report will open in a new window.



6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.


	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.17. Manner of Death by Certifier Type

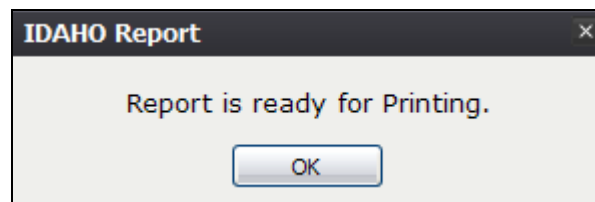
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Manner of Death by Certifier Type** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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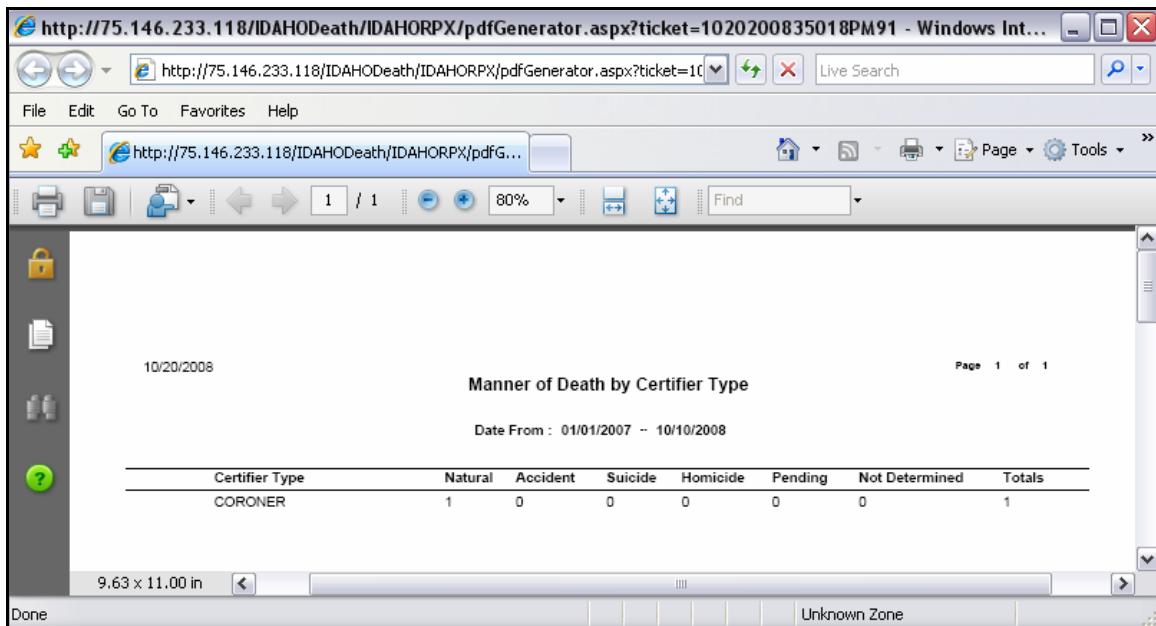
IDAHO Report: Manner of Death by Certifier Type


From Date: To Date:


- Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

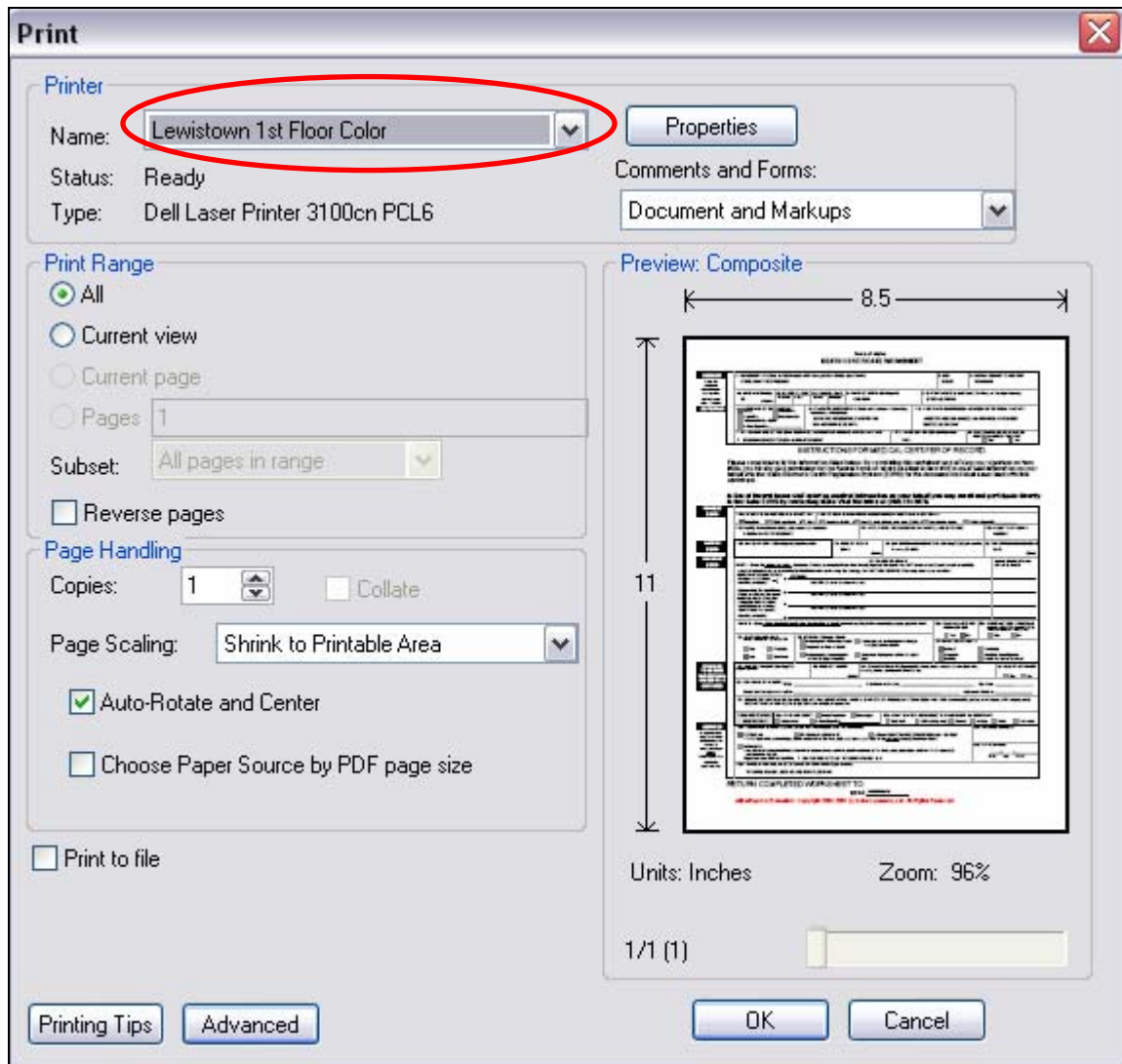


- Click '**OK**'. The report will open in a new window.



- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.


	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.1.18. Manner of Death Summary

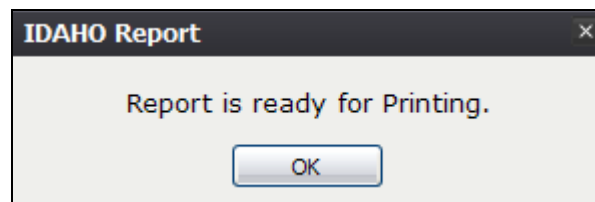
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date and Manner/Manner of Death Summary** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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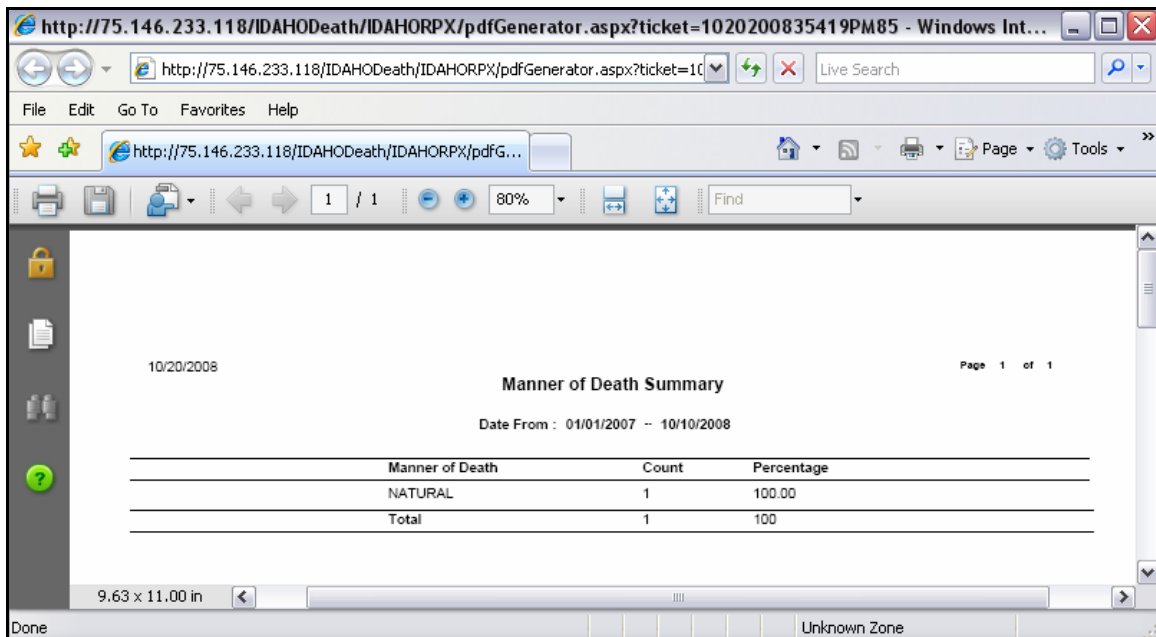
IDAHO Report: Manner of Death Summary


From Date: To Date:


- Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

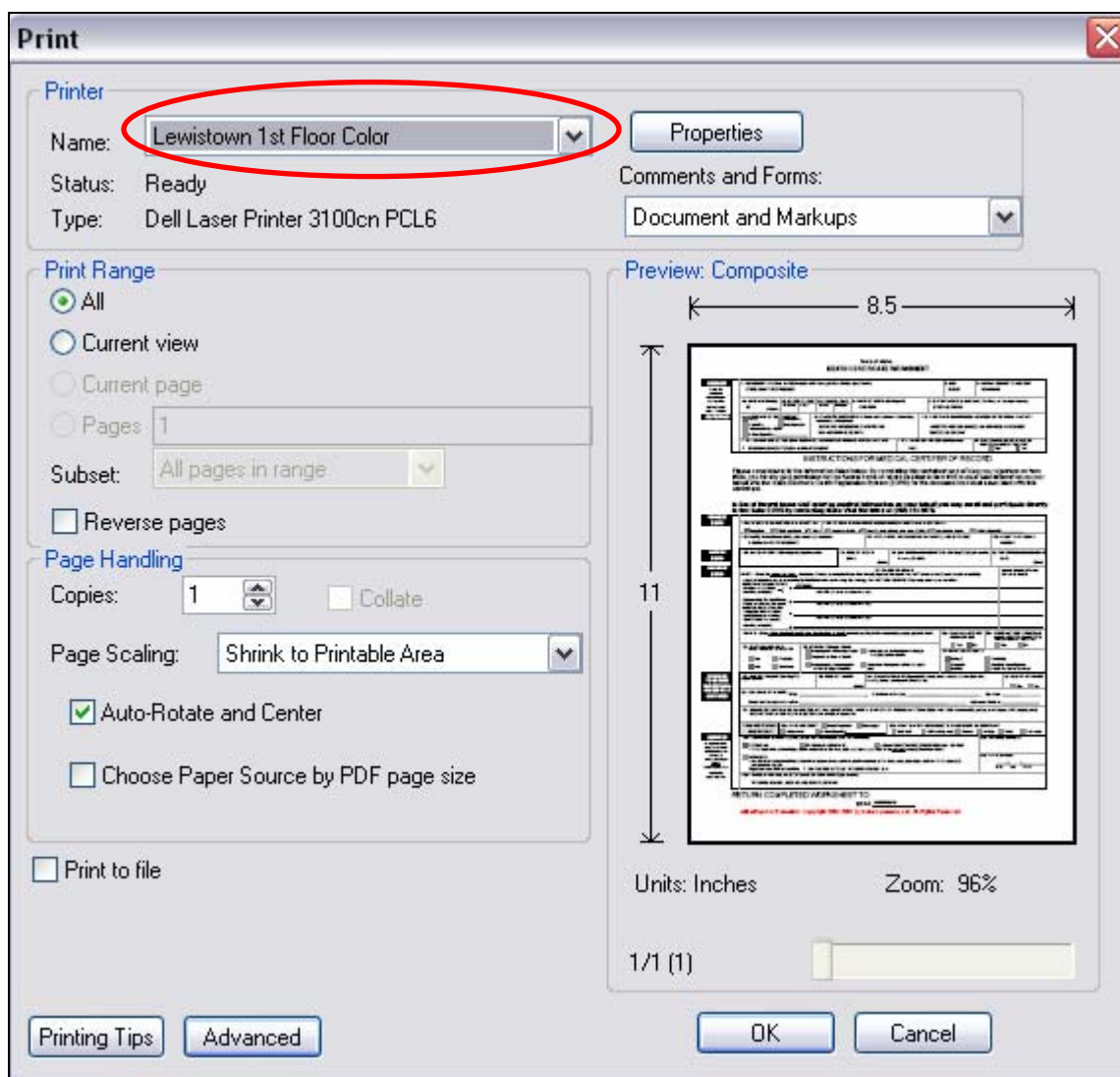


- Click '**OK**'. The report will open in a new window.



- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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Print

Printer

Name: Lewistown 1st Floor Color ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6 Comments and Forms: Document and Markups ▼

Print Range

☒ All

☐ Current view

☐ Current page

☐ Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

Page Handling

Copies: 1 ▲▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5


11

Units: Inches Zoom: 96%

1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

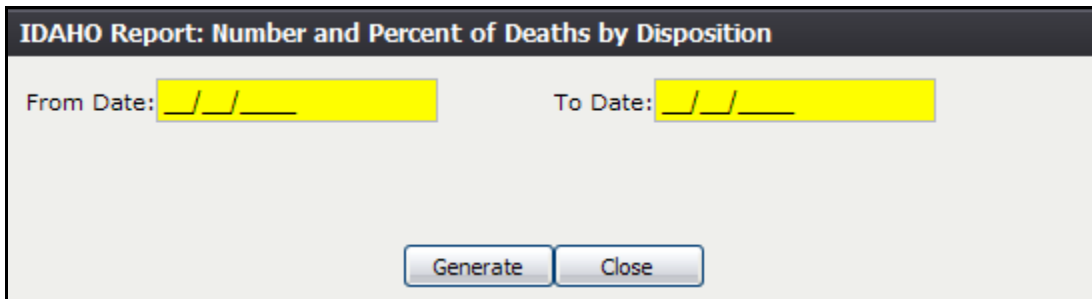
	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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4.19.2. Statistics by Date

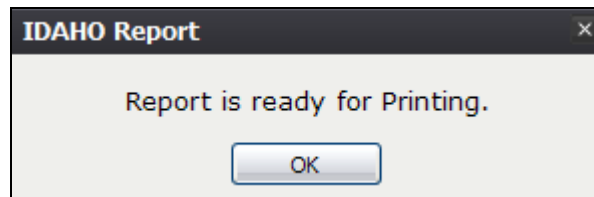
To print a report, the user will need to supply a date range based on the data of death. The report will tabulate all deaths that are within the jurisdictional rules for the user that also meet the date range criteria. The following reports may be printed:

4.19.2.1. Number and Percent of Deaths by Disposition


1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Reports/Statistics by Date/Number and Percent of Deaths by Disposition** menu item.
3. The following screen will be displayed:

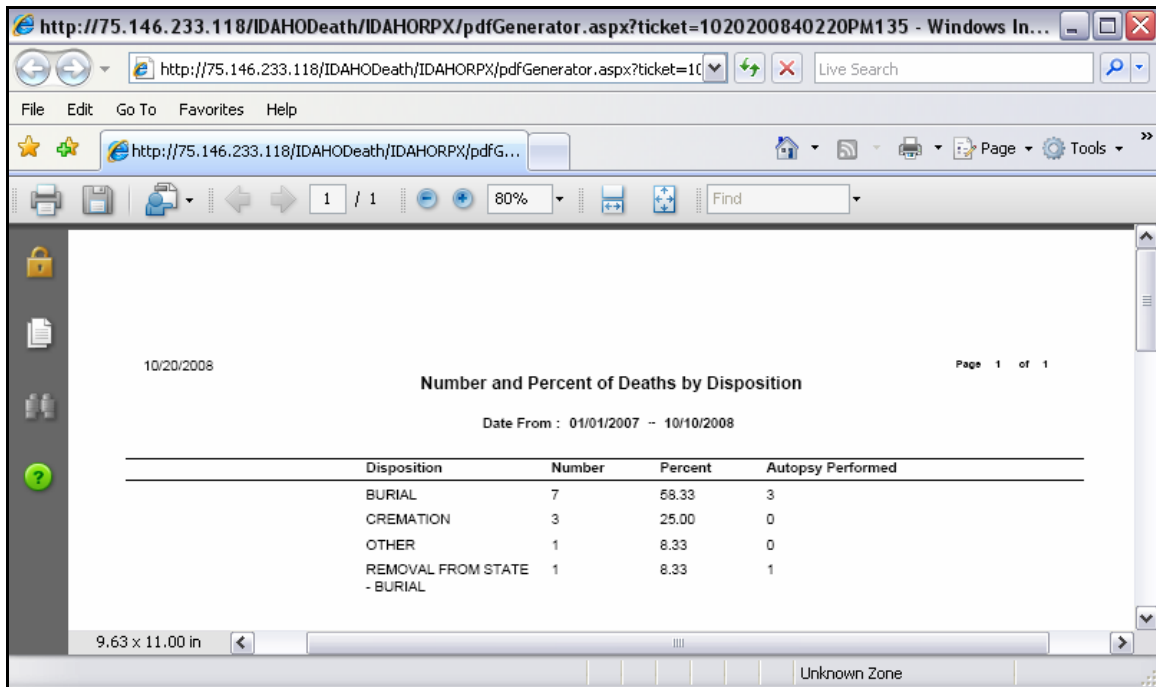



4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:




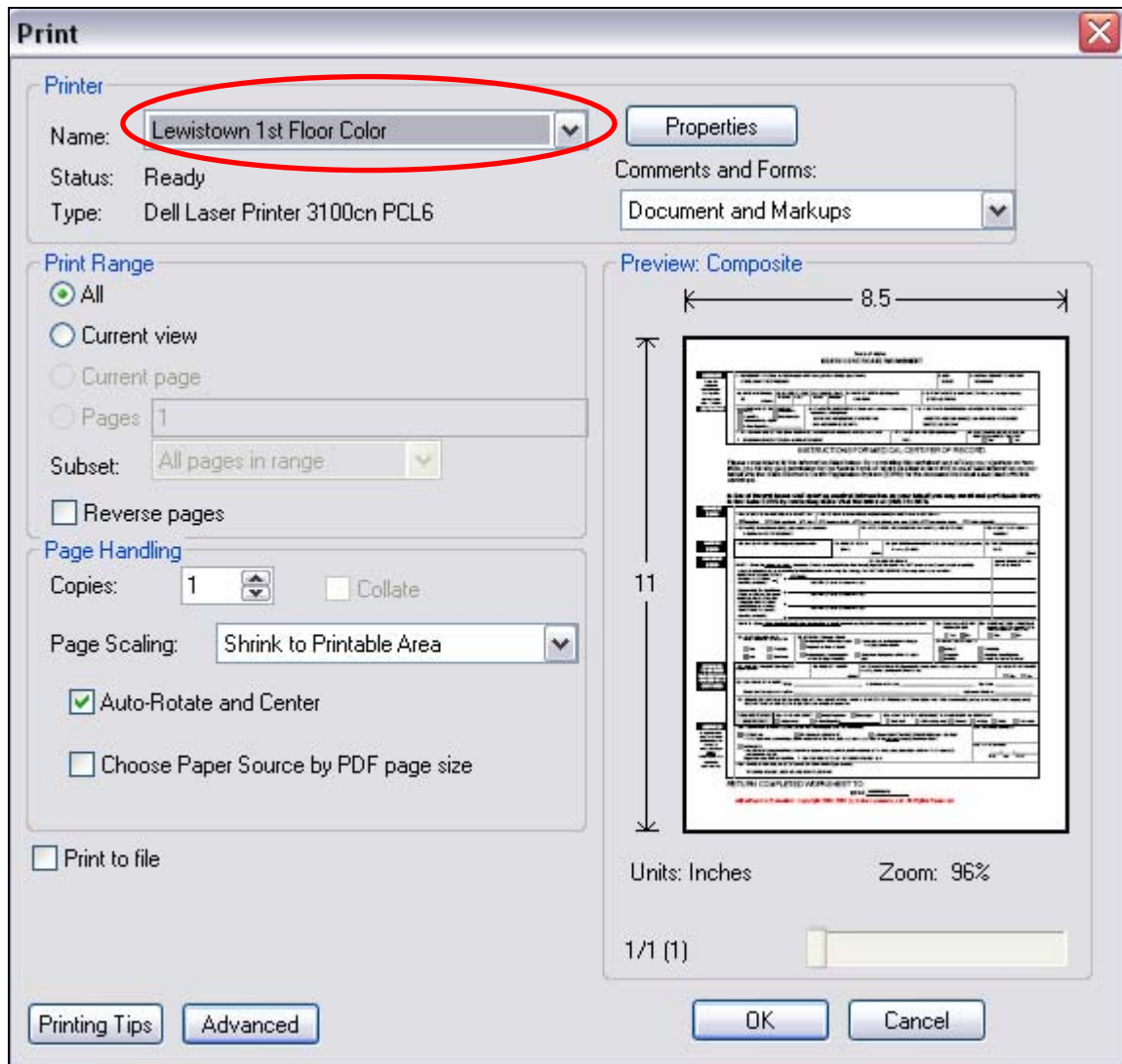
5. Click '**OK**'. The report will open in a new window.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.


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- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.2.2. Number and Percent of Deaths by Ever in US Armed Forces

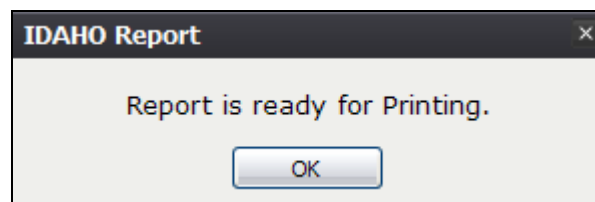
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date/Number and Percent of Deaths by Ever in US Armed Forces** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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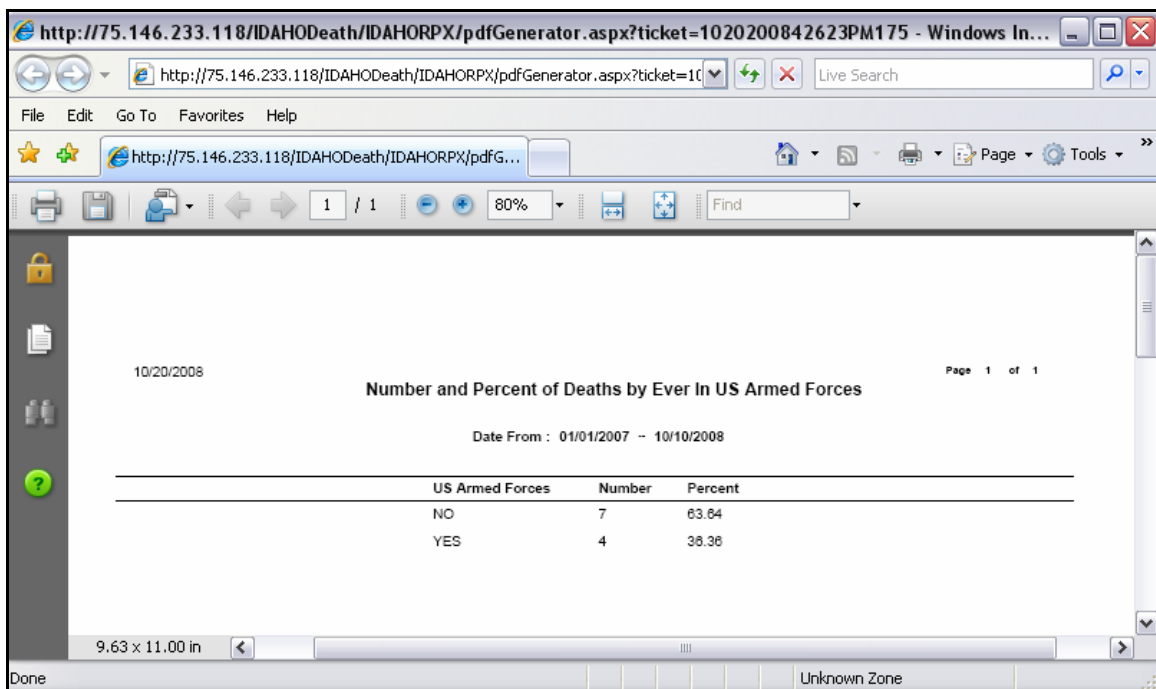
IDAHO Report: Number and Percent of Deaths by Ever In US Armed Forces

From Date: To Date:

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.



10/20/2008

Number and Percent of Deaths by Ever In US Armed Forces

Date From : 01/01/2007 -- 10/10/2008


US Armed Forces	Number	Percent
NO	7	63.64
YES	4	38.36


Page 1 of 1

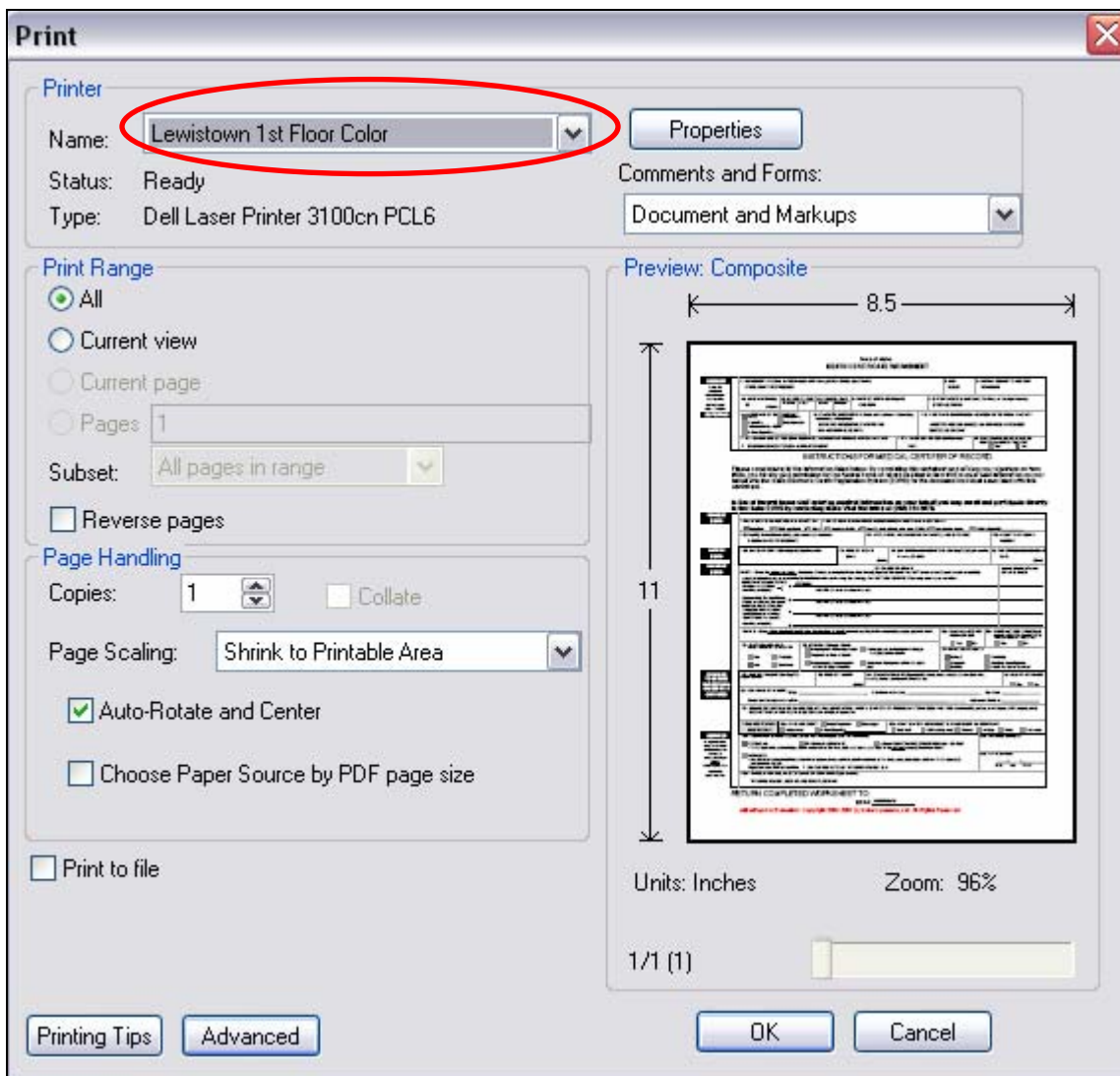
9.63 x 11.00 in

Done

Unknown Zone

6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.


	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.2.3. Number and Percent of Deaths by Certifier Type

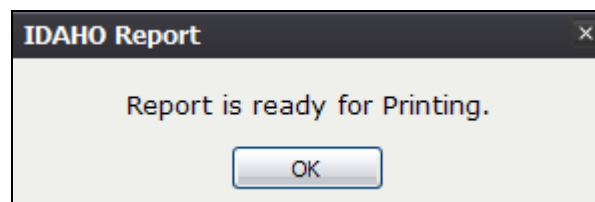
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date/Number and Percent of Deaths by Certifier Type** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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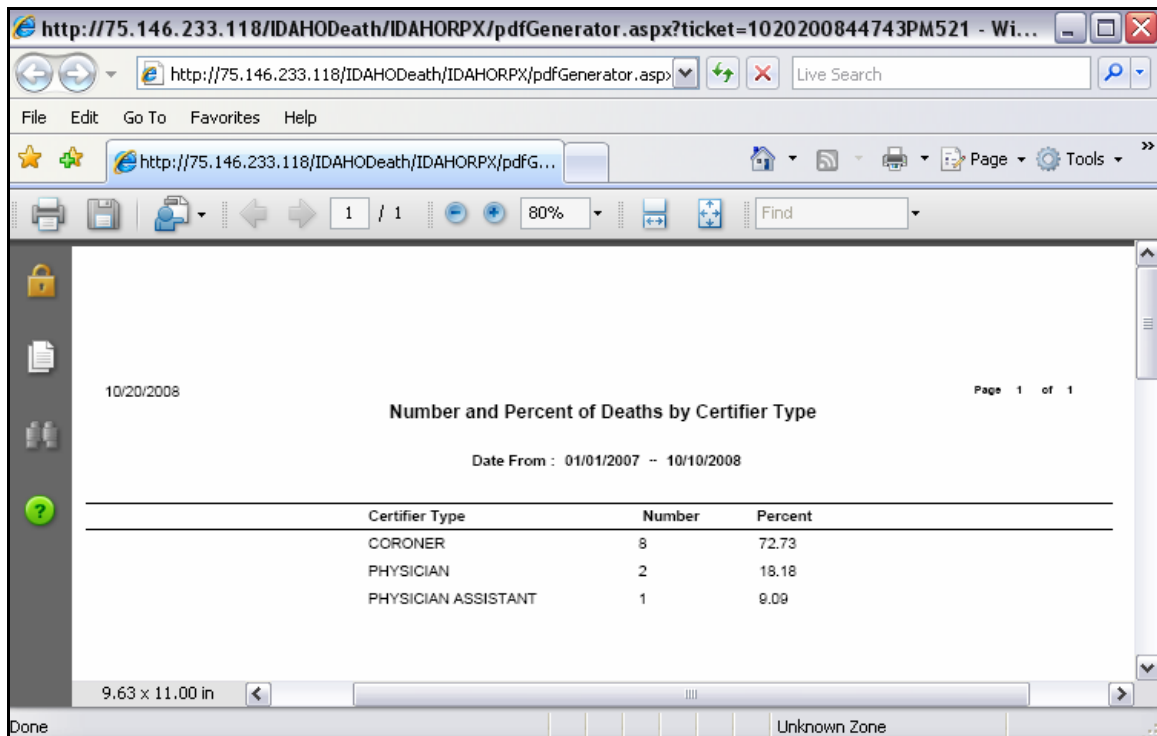
IDAHO Report: Number and Percent of Deaths by Certifier Type

From Date: To Date:

4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.



10/20/2008

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Number and Percent of Deaths by Certifier Type


Date From : 01/01/2007 -- 10/10/2008


Certifier Type	Number	Percent
CORONER	8	72.73
PHYSICIAN	2	18.18
PHYSICIAN ASSISTANT	1	9.09

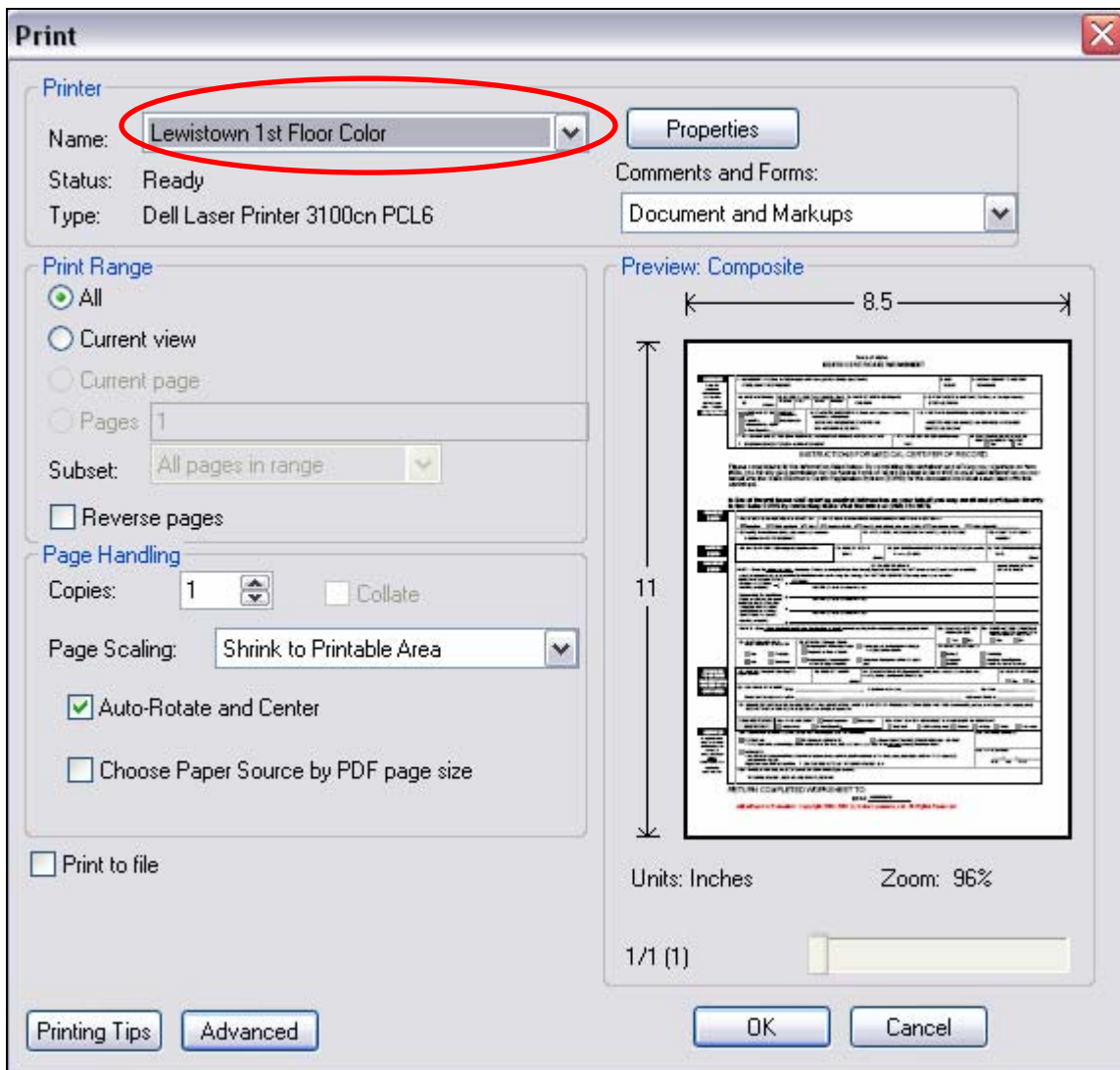
9.63 x 11.00 in

Done

Unknown Zone

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section		Approved By: Annachristine Hoover	Page No: 157 of 190


- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.



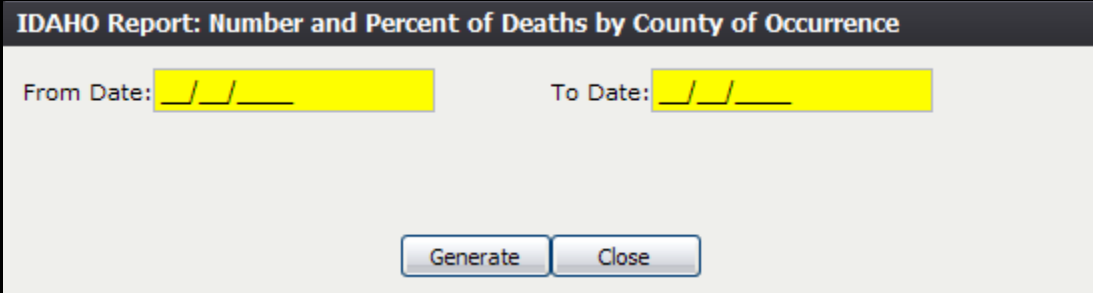
- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.2.4. Number and Percent of Deaths by County of Occurrence

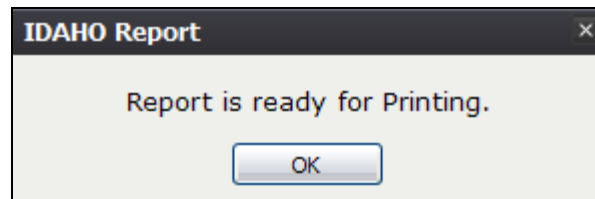
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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2. Select the **Reports/Statistics by Date/Number and Percent of Deaths by County of Occurrence** menu item.
3. The following screen will be displayed:

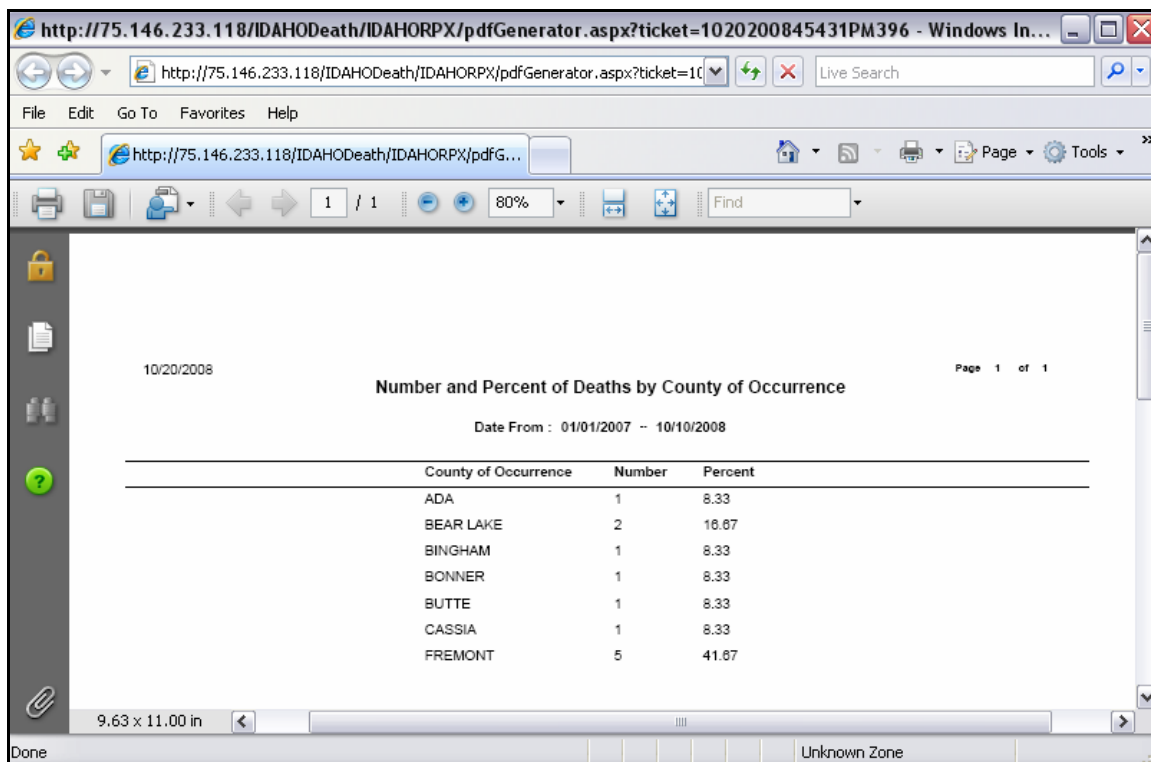


4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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Number and Percent of Deaths by County of Occurrence


Date From : 01/01/2007 -- 10/10/2008


County of Occurrence	Number	Percent
ADA	1	8.33
BEAR LAKE	2	16.67
BINGHAM	1	8.33
BONNER	1	8.33
BUTTE	1	8.33
CASSIA	1	8.33
FREMONT	5	41.67

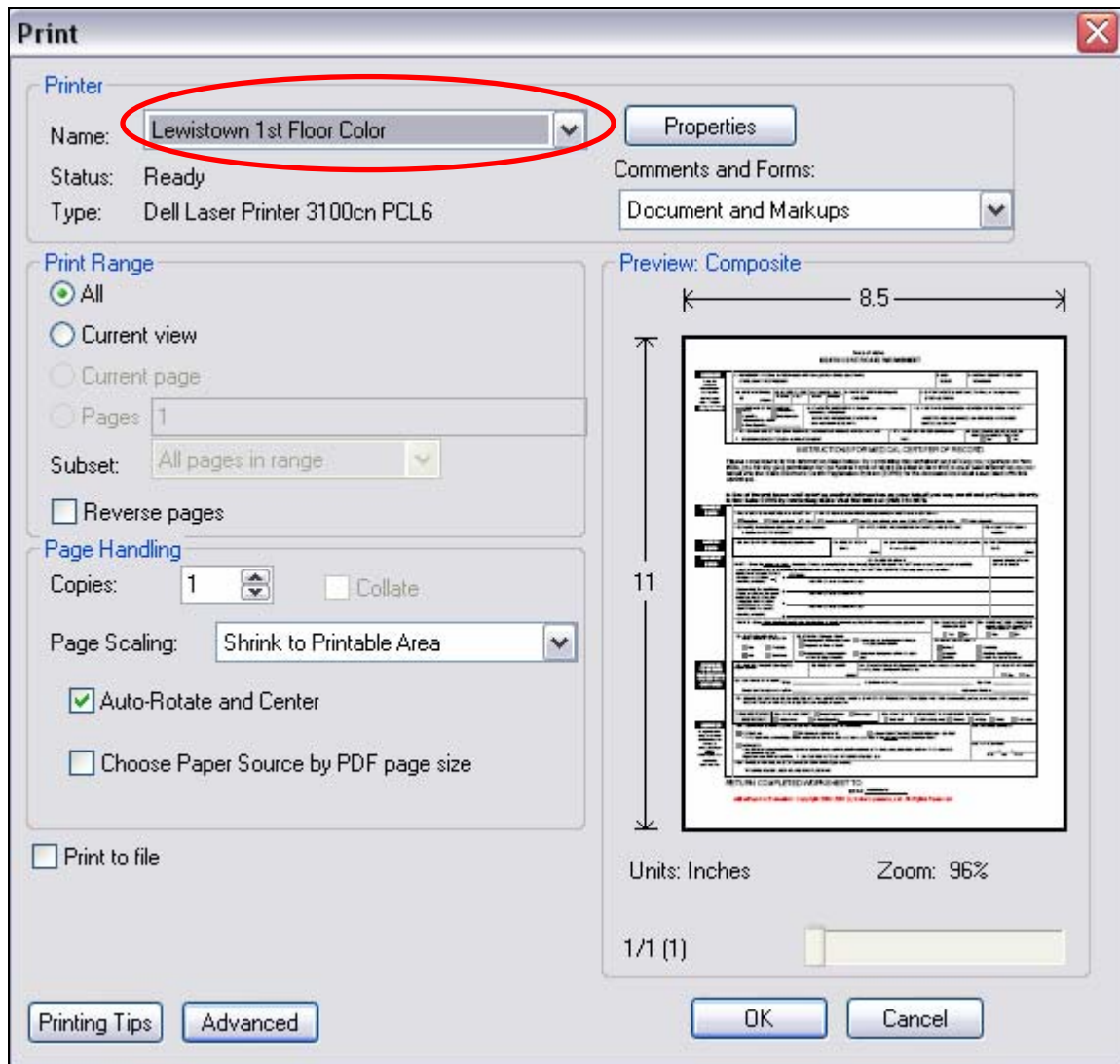
9.63 x 11.00 in

Done

Unknown Zone

- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 ☐ Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.2.5. Timeliness Report

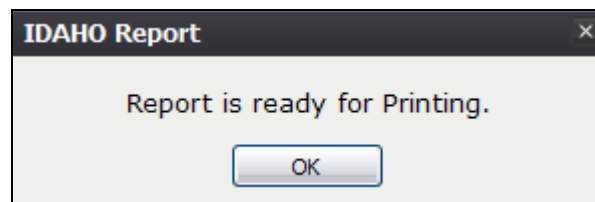
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date/Timeliness Report** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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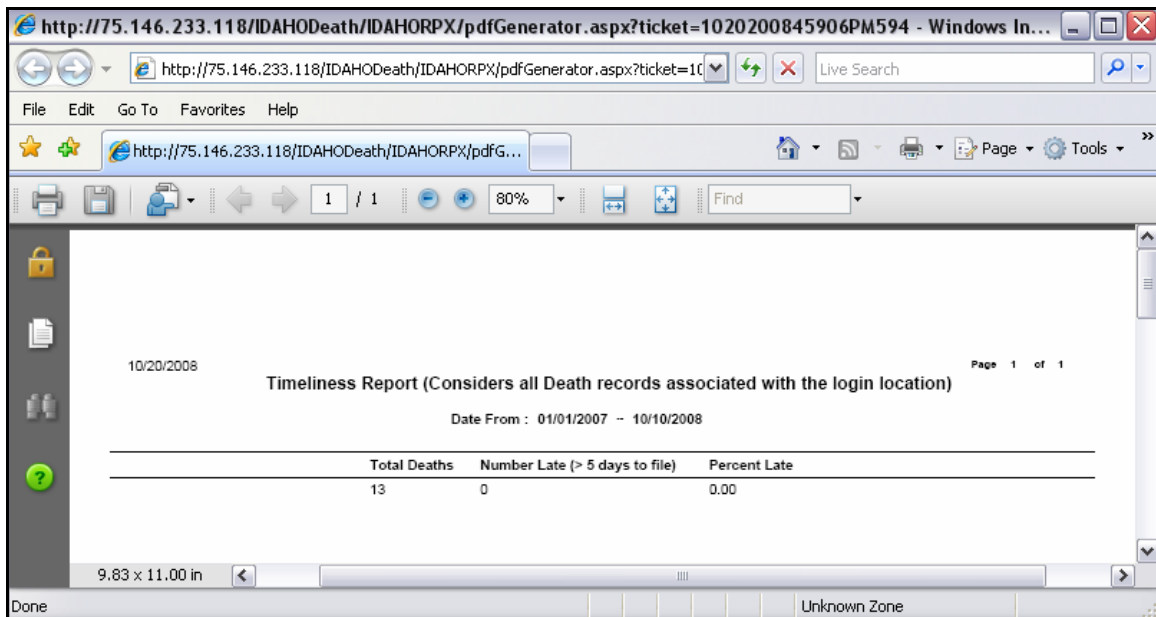
IDAHO Report: Timeliness Report


From Date: To Date:


- Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

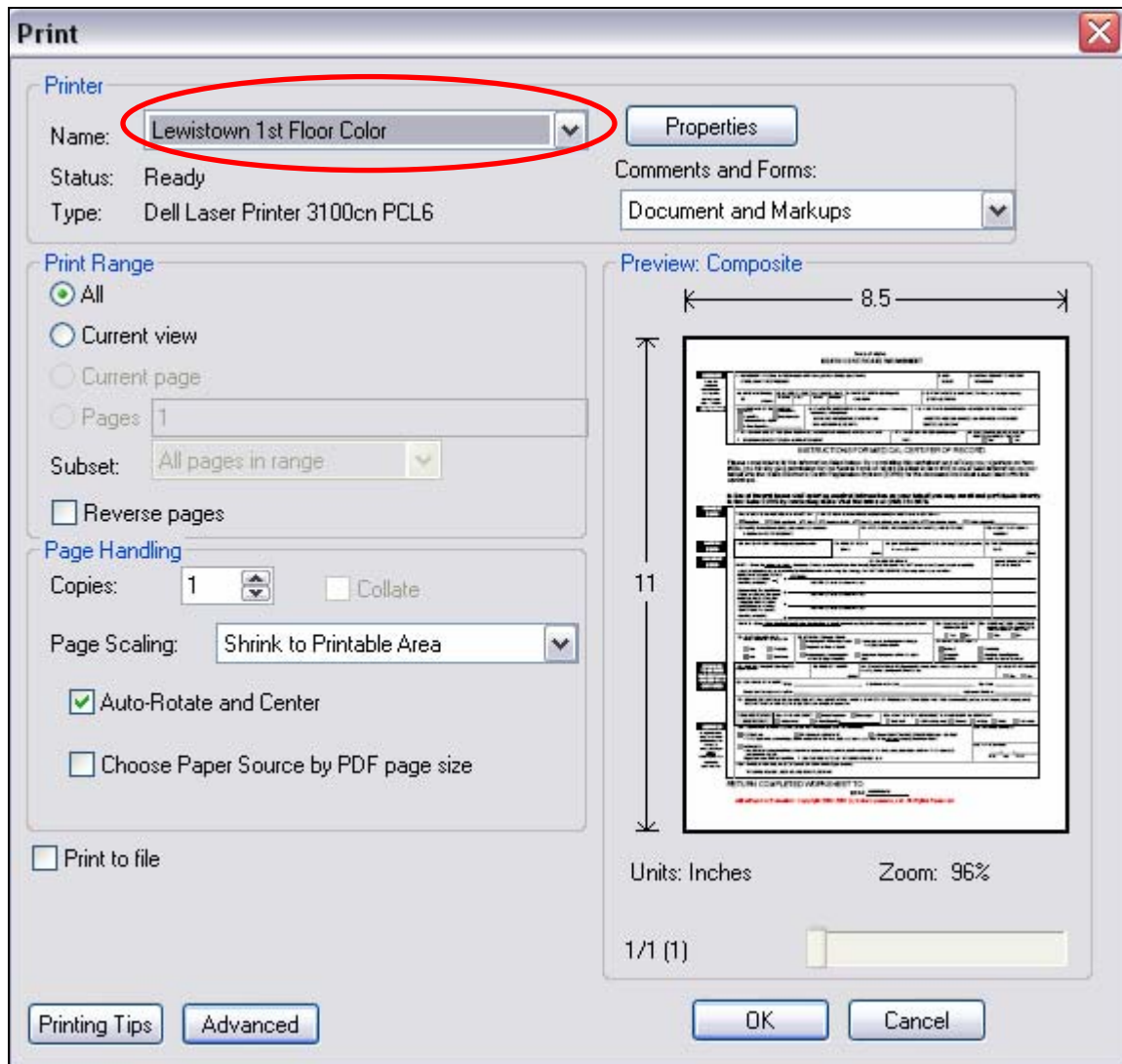


- Click '**OK**'. The report will open in a new window.



- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.2.6. Average Age at Death for Males and Females

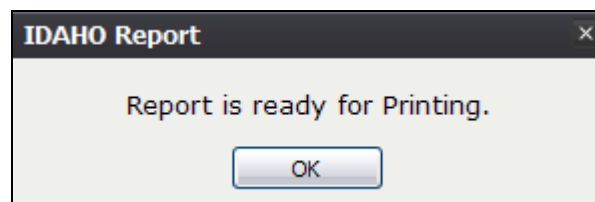
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date/ Average Age at Death for Males and Females** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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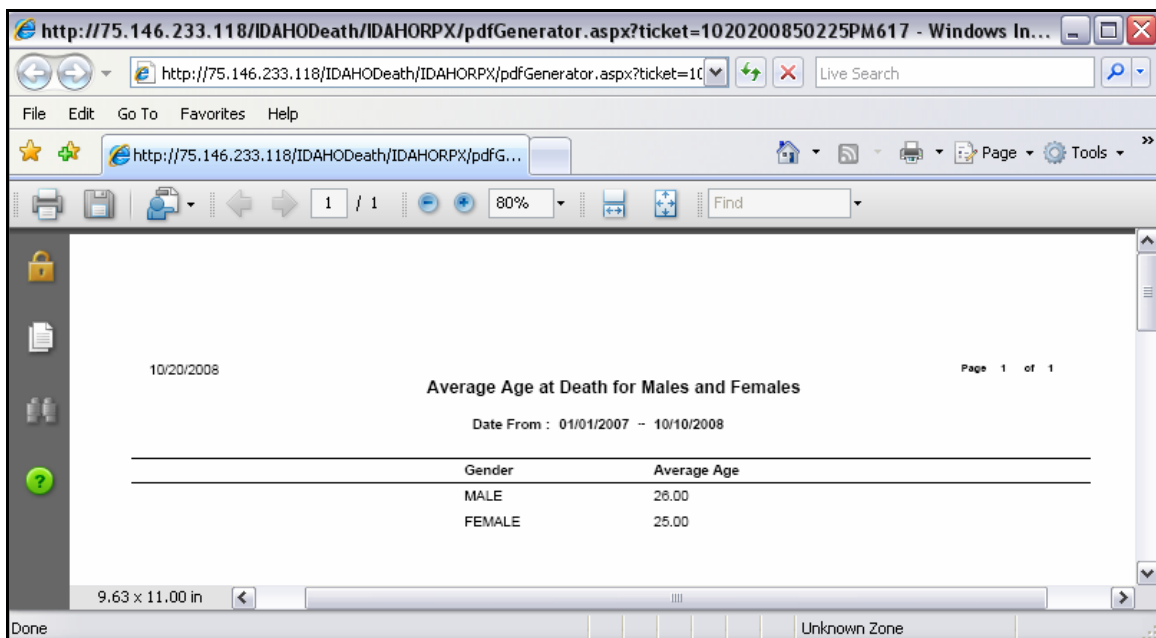
IDAHO Report: Average Age at Death for Males and Females


From Date: To Date:


4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:

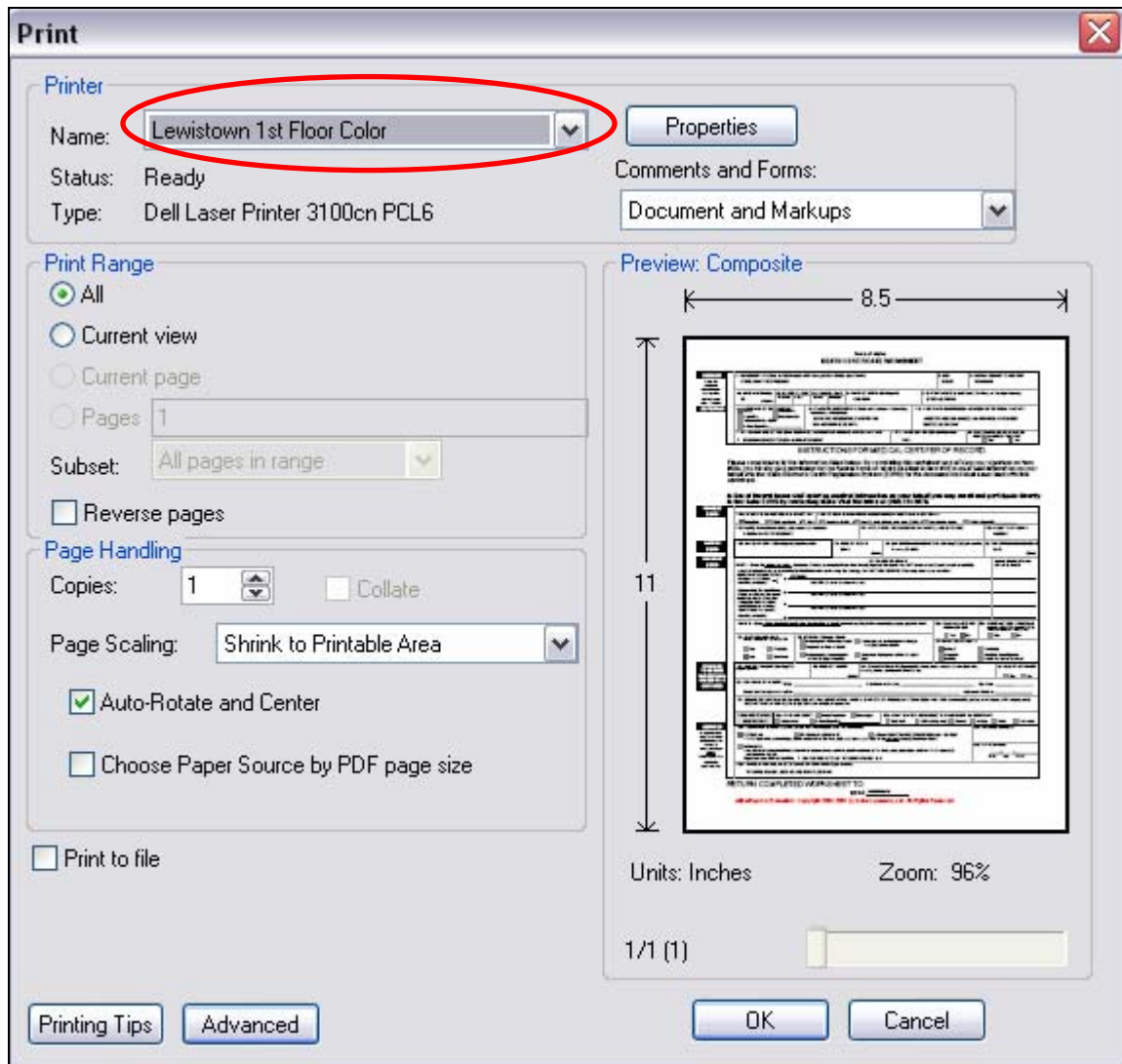


5. Click '**OK**'. The report will open in a new window.



6. Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click '**OK**'.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
Title: Idaho Web Death Module – Medical Office Section	Approved By: Annachristine Hoover	Page No: 164 of 190	



Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5

11

Units: Inches Zoom: 96%


1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.2.7. Number of Transportation Injury Deaths by Safety Device Use

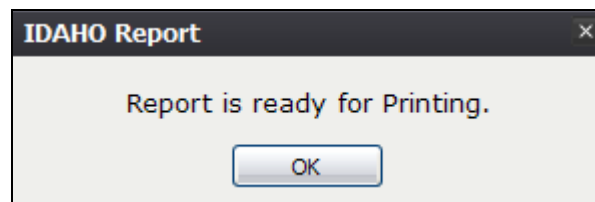
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
- Select the **Reports/Statistics by Date/Number of Transportation Injury Deaths by Safety Device Use** menu item.
- The following screen will be displayed:

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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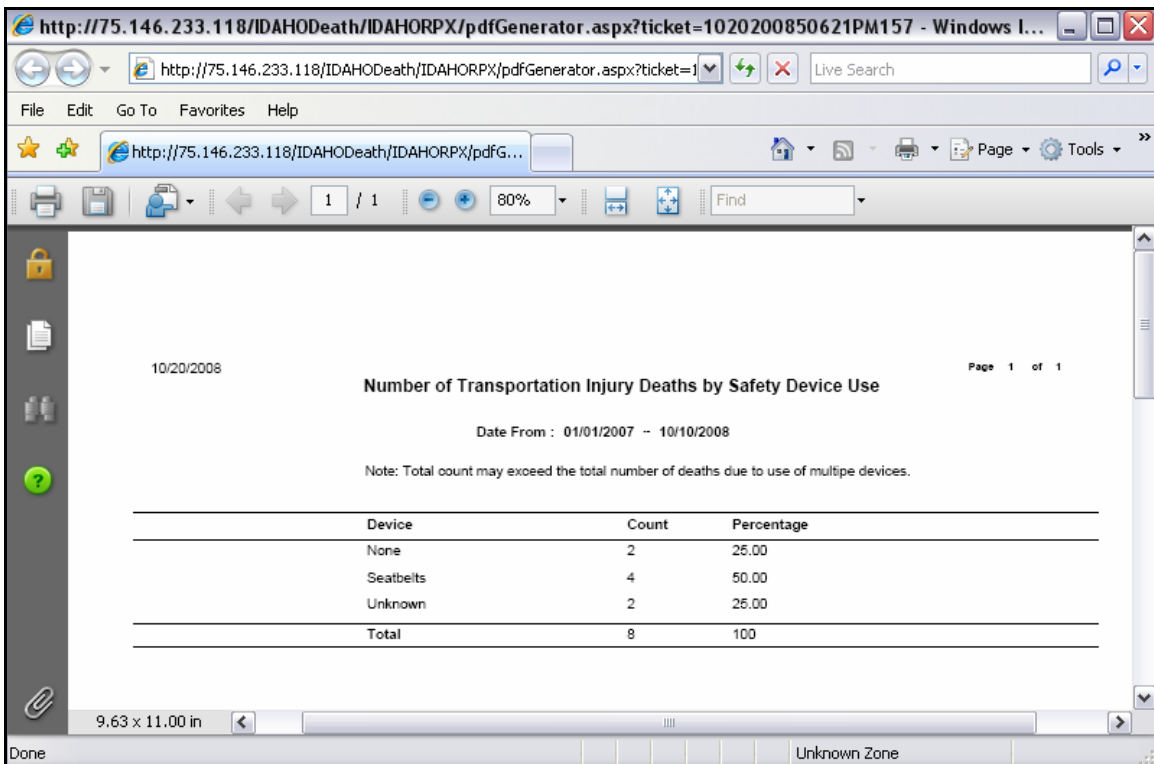
IDAHO Report: Number of Transportation Injury Deaths by Safety Device Use

From Date: To Date:

- Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:



- Click '**OK**'. The report will open in a new window.



10/20/2008

Number of Transportation Injury Deaths by Safety Device Use

Date From : 01/01/2007 -- 10/10/2008


Note: Total count may exceed the total number of deaths due to use of multiple devices.


Device	Count	Percentage
None	2	25.00
Seatbelts	4	50.00
Unknown	2	25.00
Total	8	100

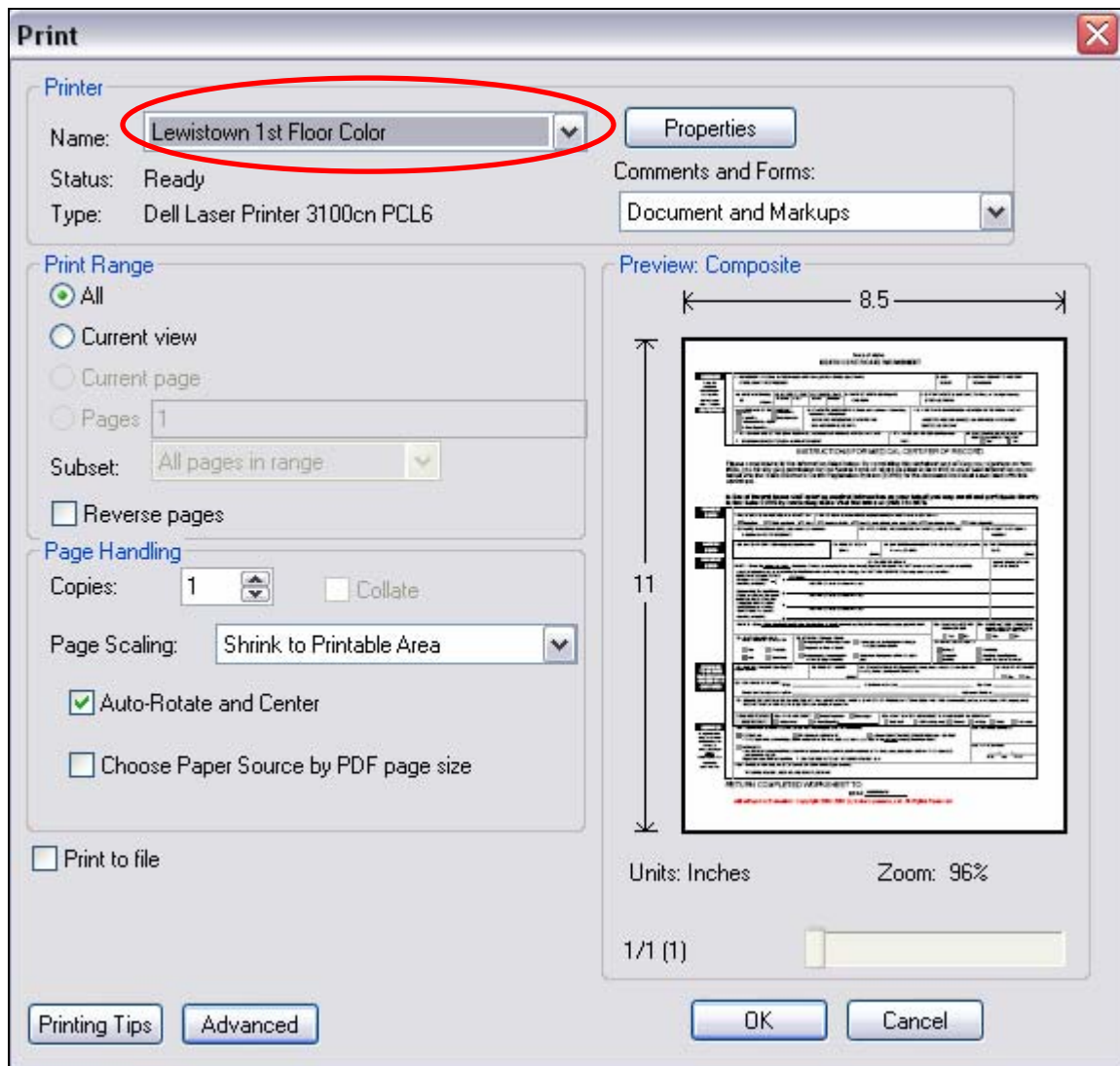
9.63 x 11.00 in

Done

Unknown Zone

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.



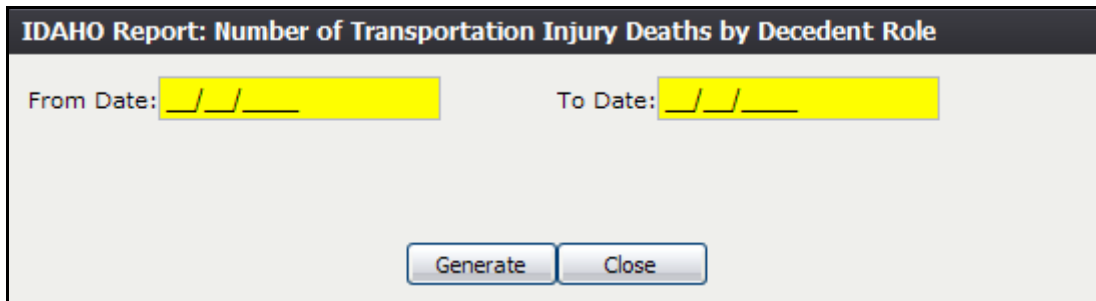
- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

4.19.2.8. Number of Transportation Injury Deaths by Decedent Role

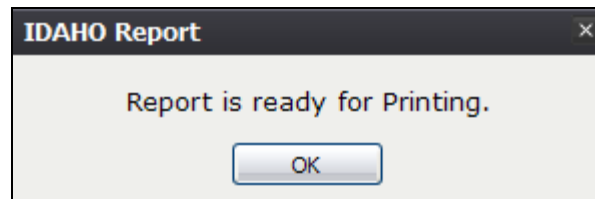
- Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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2. Select the **Reports/Statistics by Date/Number of Transportation Injury Deaths by Decedent Role** menu item.
3. The following screen will be displayed:

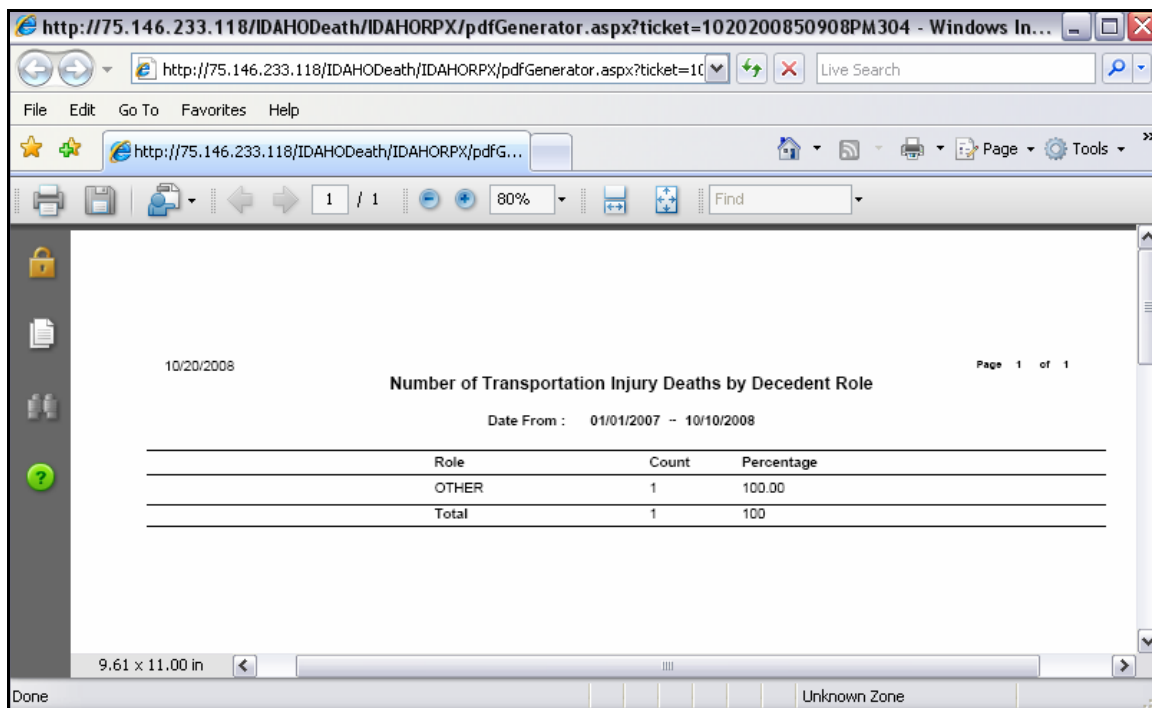



4. Enter the 'From Date' and 'To Date' in their respective fields and click '**Generate**'. The following message will be displayed:




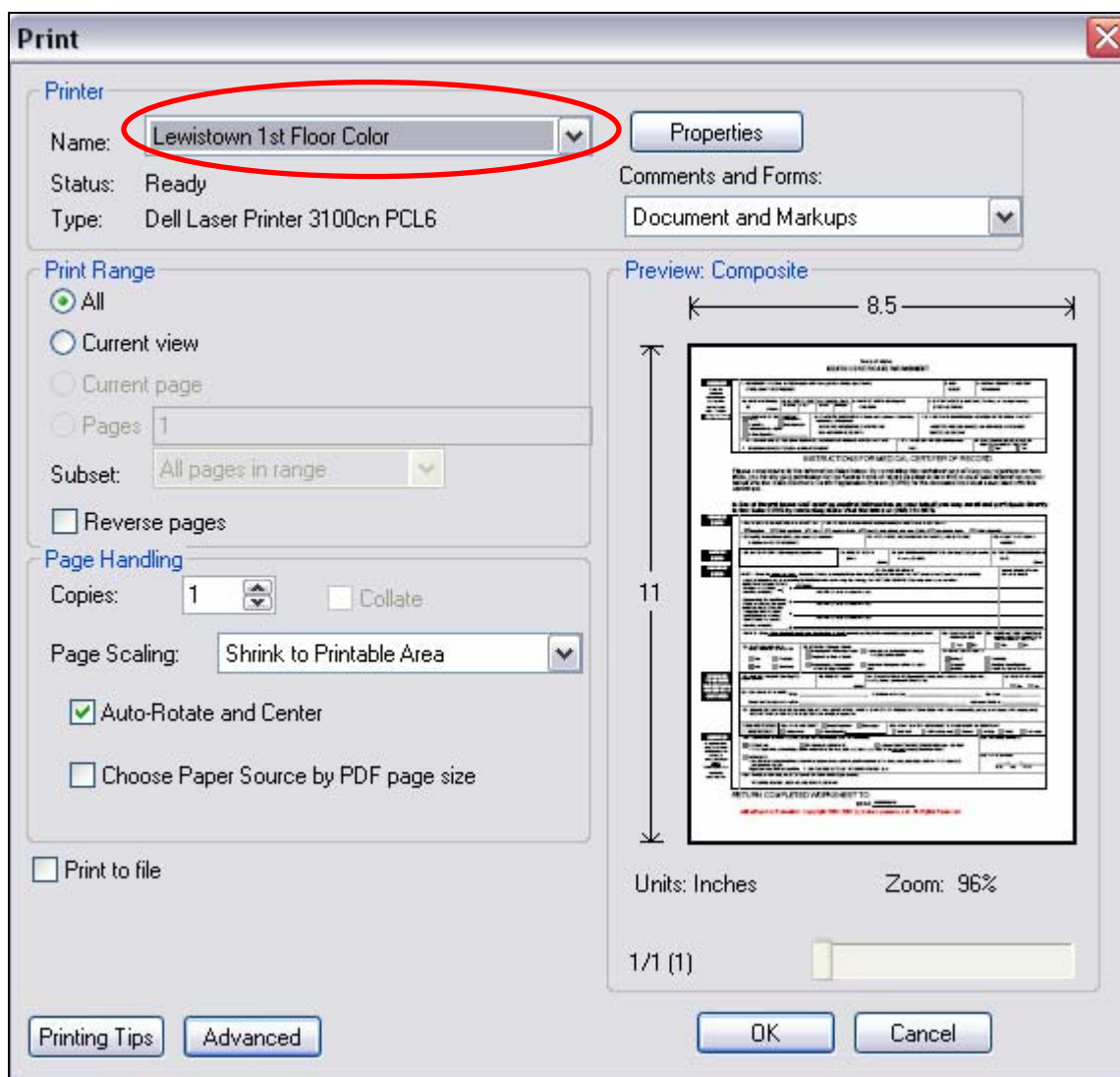
5. Click '**OK**'. The report will open in a new window.

	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

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Title: Idaho Web Death Module – Medical Office Section	Approved By: Annachristine Hoover	Page No: 169 of 190	



Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6 Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 ☐ Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5


11

Units: Inches Zoom: 96%

1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

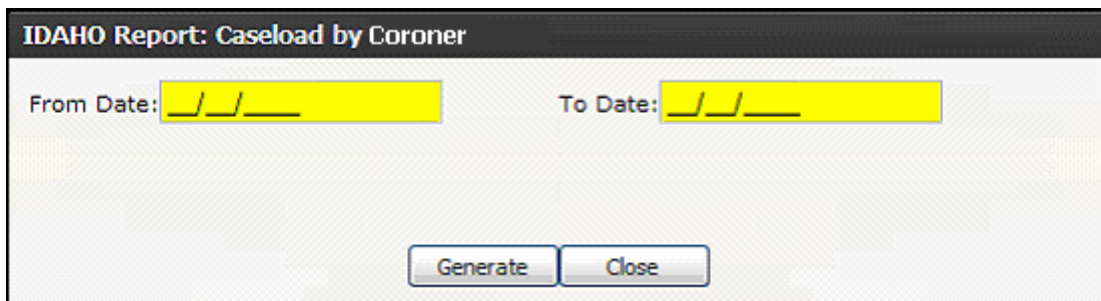
	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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4.19.3. Caseload by Coroner

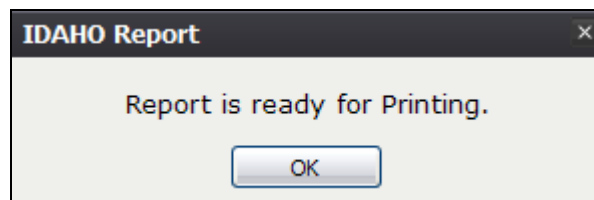
The Caseload by Coroner report will be available only if the login location is a Coroner's Office. This report will contain information regarding the caseload undertaken by each Coroner at a Coroner office over the past 31 days.

The report may be printed as follows:


1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Reports/Caseload by Coroner** menu item.
3. The following screen will be displayed:



4. Enter the 'From Date' and 'To Date' in their respective fields. Ensure that the dates are no more than 31 days apart and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.

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http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1027200862628PM7 - Windows Inter...

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=1027200862628PM7

File Edit Go To Favorites Help

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfG...

Page 1 of 2
Total Records : 2
Date Printed 10/27/2008

Caseload By Medical Certifier

Date From : 10/31/2007 To 10/10/2008

ADA COUNTY CORONER'S OFFICE 2

Medical Certifier Name PRABHU,GAURAV

of Completed Records # of Incomplete Records
2

of Records By Place of Death Type
Inpatient ER/Outpatient DOA Hospice Facility Nursing Home/Long term care facility Decedent's Home Other

of Records by Manner of Death
Natural Accident Suicide Homicide Pending Investigation Could Not Be Determined
2

of Records By Injury Information # Injury At Work
Injury Related Non-Injury Related Yes No
2


Transportation Injury Decedent's Role in Transportation Injury Safety Equipment Used/Employed
Yes No Driver/Operator Passenger Pedestrian Other Seat Belt Child Safety Seat Helmet Air Bag None Unknown


of Records By Autopsy # of Rare Causes of Death
Yes No
2

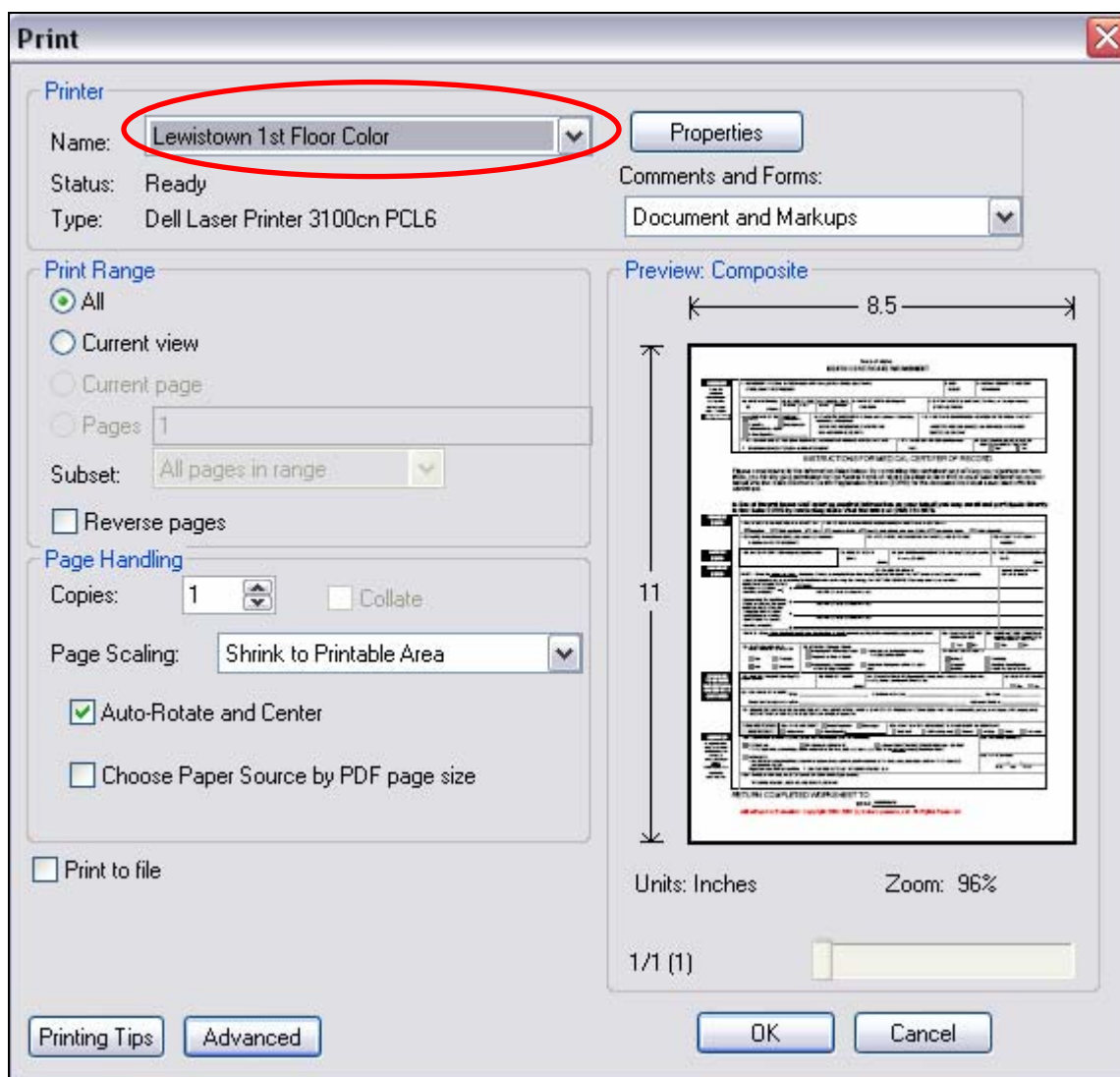
11.00 x 10.00 in

Done

Unknown Zone

- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

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Print

Printer

Name: Lewistown 1st Floor Color ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups ▼

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

Page Handling

Copies: 1 ▲▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5


11

Units: Inches Zoom: 96%

1/1 (1)

Printing Tips Advanced OK Cancel

- ✓ Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

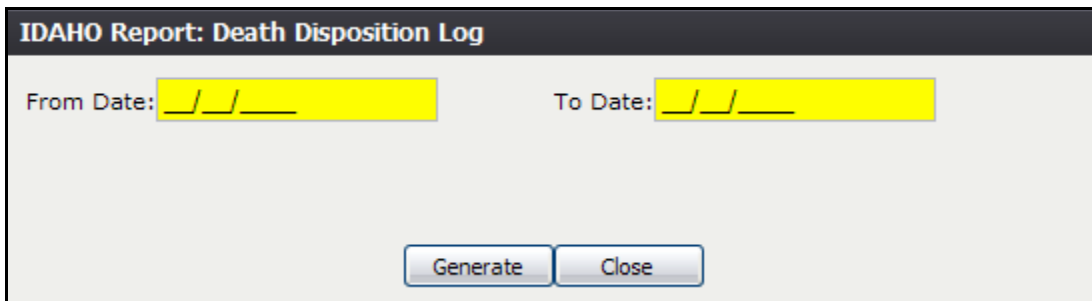
	Genesis Systems, Inc.	Document ID: ID-01-1009-Medical Office Training Guide-1.0-10202008 Issue Date: 10/20/2008	Version: 1.0
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4.19.4. Death Disposition Log

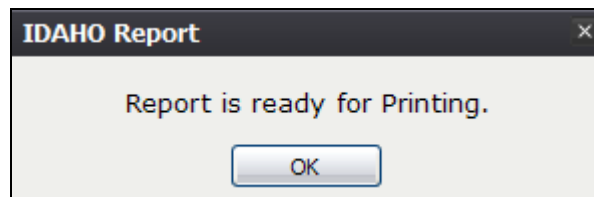
This report will contain summarized information about every record entered at a Medical Certifier's Office over the past 31 days.

The report may be printed as follows:


1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Reports/Death Disposition Log** menu item.
3. The following screen will be displayed:



4. Enter the 'From Date' and 'To Date' in their respective fields. Ensure that the dates are no more than 31 days apart and click '**Generate**'. The following message will be displayed:



5. Click '**OK**'. The report will open in a new window.

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http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=10212008102217AM12 - Windows In...

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfGenerator.aspx?ticket=10212008102217AM12

File Edit Go To Favorites Help

http://75.146.233.118/IDAHODeath/IDAHORPX/pdfG...

1 / 2 70% Find

10/21/2008 Page 1 of 2

Total Records : 6

Death Disposition Log

Idaho Department of Health and Welfare


09/10/2008 - 10/10/2008


Decedent's Name	Decedent's Date Of Death	County Of Death	Method Of Disposition	Funeral Home Of Record	Case Number
SMITH BRENDAN	09/15/2008	FREMONT			
Demographic Complete	Cause Of Death Complete	Certifier's Authorization for Disposition		Coroner's Authorization for Cremation	
NO	NO	Status	Date	Certifier Name	Coroner Name
		Complete	10/14/2008	PRABHU, PRABHU	PRABHU, GAURAV
Decedent's Name	Decedent's Date Of Death	County Of Death	Method Of Disposition	Funeral Home Of Record	Case Number
WHATEVER HANNAH	09/18/2008	FREMONT			
Demographic Complete	Cause Of Death Complete	Certifier's Authorization for Disposition		Coroner's Authorization for Cremation	
NO	NO	Status	Date	Certifier Name	Coroner Name
		Not Complete			Not Complete
Decedent's Name	Decedent's Date Of Death	County Of Death	Method Of Disposition	Funeral Home Of Record	Case Number
PUBLIC JOHN	10/01/2008	BINGHAM	CREMATION	ACCENT FUNERAL HOME	
Demographic Complete	Cause Of Death Complete	Certifier's Authorization for Disposition		Coroner's Authorization for Cremation	
YES	NO	Status	Date	Certifier Name	Coroner Name
		Complete	10/07/2008		
Decedent's Name	Decedent's Date Of Death	County Of Death	Method Of Disposition	Funeral Home Of Record	Case Number
BOURNE JASON	10/05/2008	ADA	BURIAL	ACCENT FUNERAL HOME	
Demographic Complete	Cause Of Death Complete	Certifier's Authorization for Disposition		Coroner's Authorization for Cremation	
		Status	Date	Certifier Name	Coroner Name

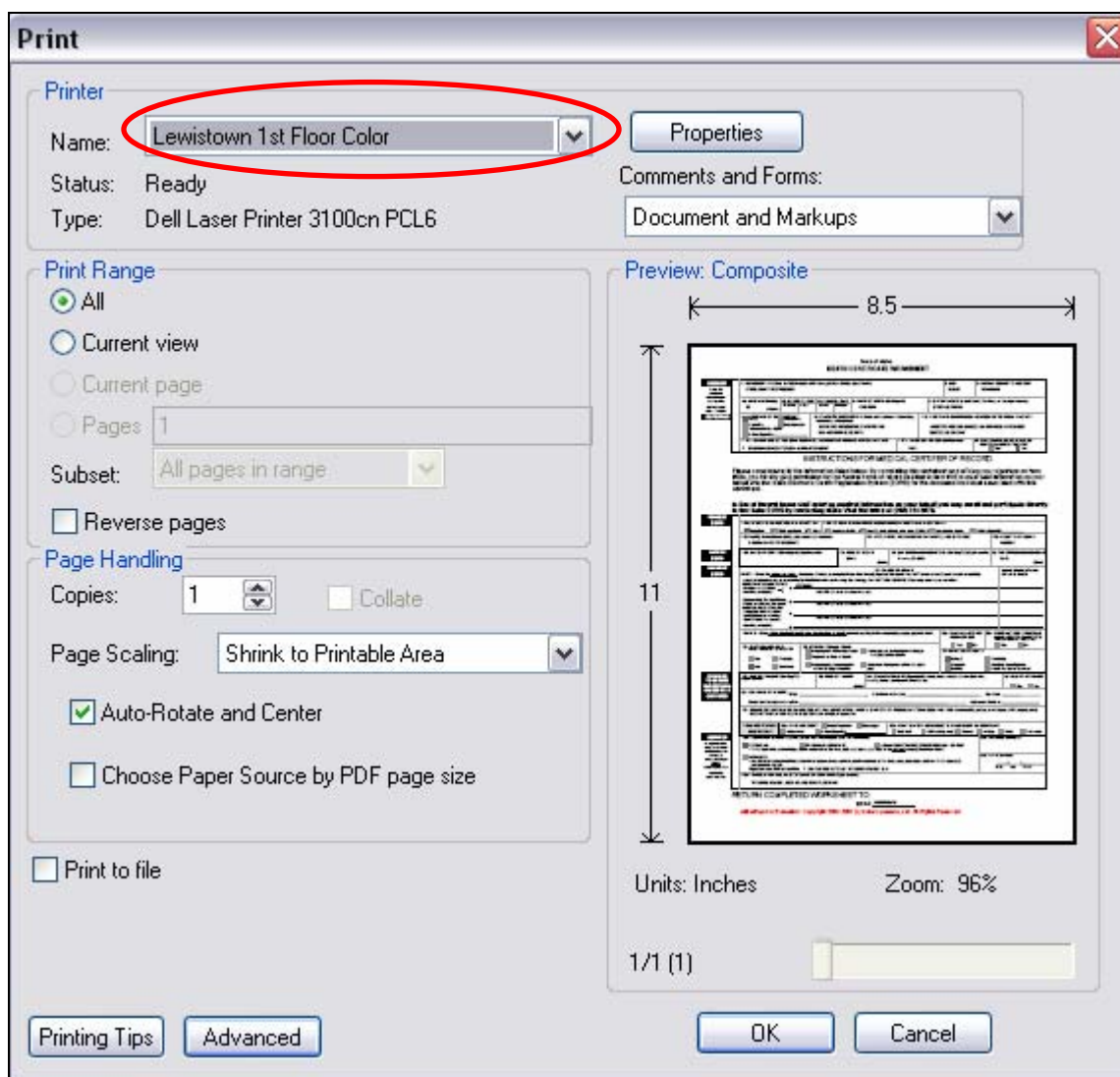
11.00 x 10.00 in

Done

Unknown Zone

- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

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Print

Printer

Name: Lewistown 1st Floor Color Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range

☐ Reverse pages

Page Handling

Copies: 1 ☐ Collate

Page Scaling: Shrink to Printable Area

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5


11

Units: Inches Zoom: 96%

1/1 (1)

Printing Tips Advanced OK Cancel

- ✓ Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

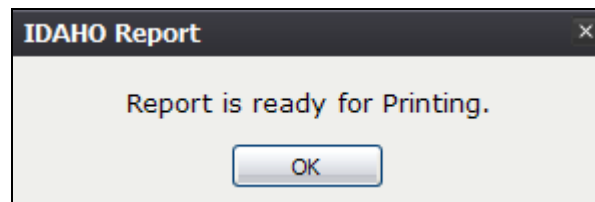
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4.19.5. FOD Timeliness Report


The Facts of Death Timeliness Report contains information regarding the timeliness of filing a record. The FOD Timeliness column will indicate the number of days a record has remained unresolved since the Date of Death.

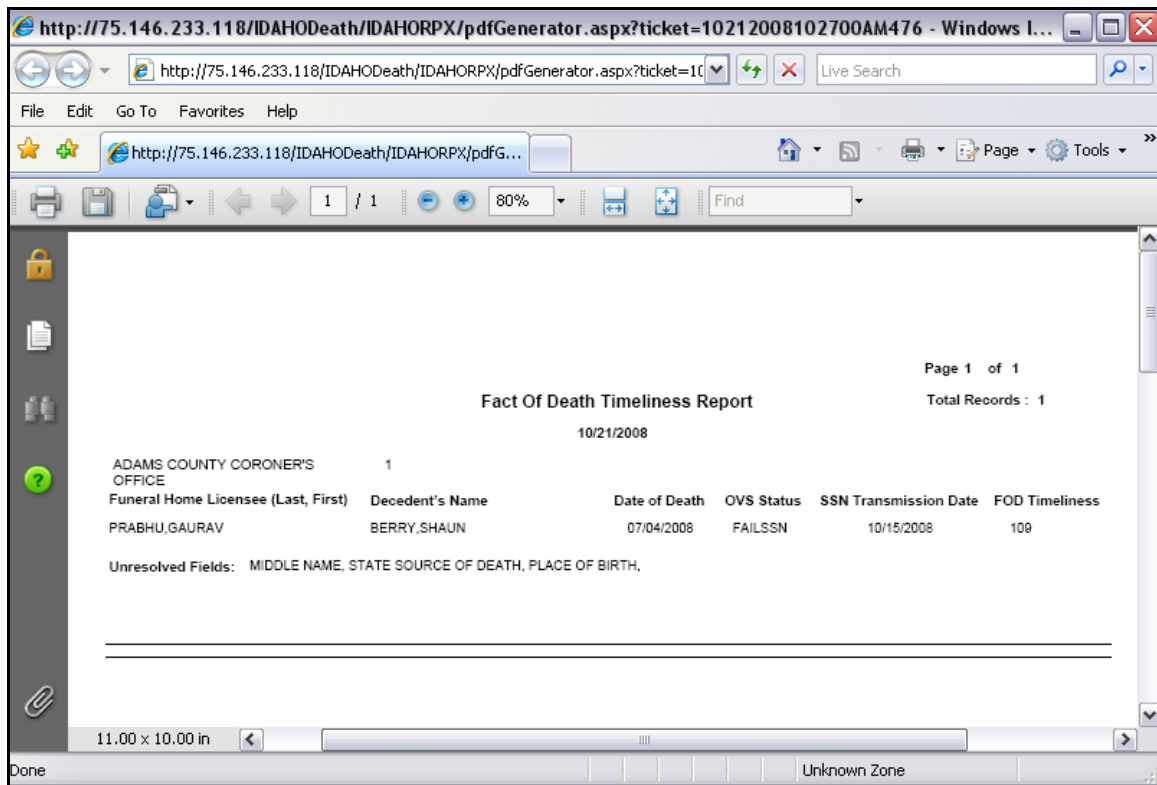
The Report may be printed as follows:


1. Login to the Idaho Web Death Module following the [Login – System Access](#) instructions.
2. Select the **Reports/FOD Timeliness Report** menu item.
3. The following message will be displayed:




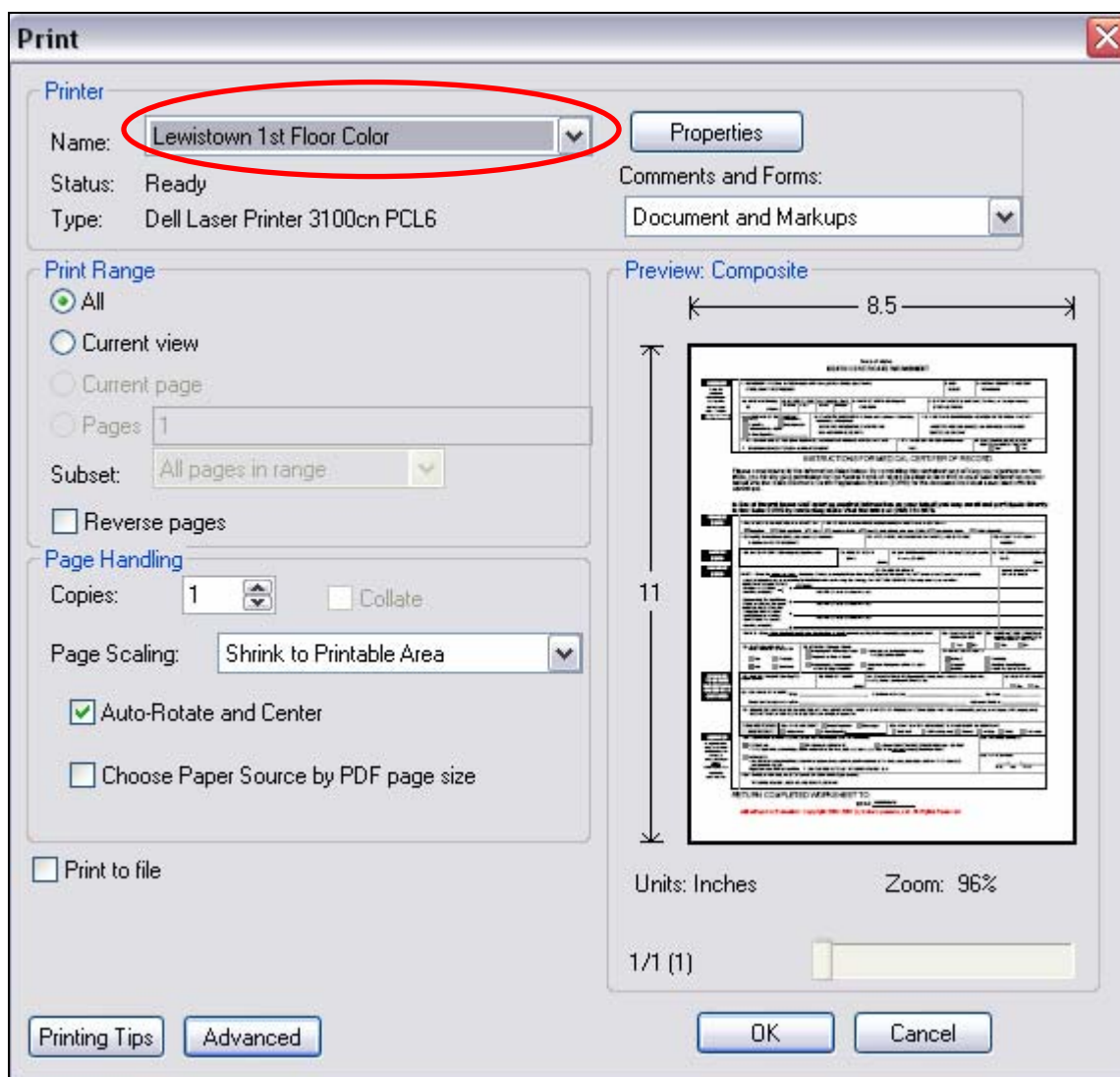
4. Click '**OK**'. The report will open in a new window.

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- Click on the printer icon  to print the Report. The MS print window shown below will be displayed. Select the appropriate printer from the Printer list and click 'OK'.

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Print

Printer

Name: Lewistown 1st Floor Color ▼ Properties

Status: Ready

Type: Dell Laser Printer 3100cn PCL6

Comments and Forms: Document and Markups ▼

Print Range

☒ All

☐ Current view

☐ Current page

Pages: 1

Subset: All pages in range ▼

☐ Reverse pages

Page Handling

Copies: 1 ▲▼ ☐ Collate

Page Scaling: Shrink to Printable Area ▼

☒ Auto-Rotate and Center

☐ Choose Paper Source by PDF page size

☐ Print to file

Preview: Composite

8.5


11

Units: Inches Zoom: 96%

1/1 (1)

Printing Tips Advanced OK Cancel

- Once the Report has printed, click the **X** at the top right hand corner to close the PDF window.

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4.20. Demographic Data Entry Tips

This chapter has been included in this Training Guide so as to provide Medical Locations such as 'VA Hospitals' or 'Hospitalist' locations with tips regarding Demographic Data Entry. These locations will be able to complete both the medical and demographic items from within the medical data entry process. Demographic data entry on a record from within the medical data entry process has no implications regarding the verification of the demographic data. Demographic Verification will always need to be completed by a Funeral Director.

The objective of this chapter is to address data entry completion topics so that records may be available for further processing. Most of the data items that need to be completed will only require the 'Tab' key to advance to the field, typing the necessary information and then pressing the 'Tab' key to advance again. This chapter attempts to address the remaining scenarios.


4.20.1. AKA Name(s) Fields

The 'AKA Names' fields are among the first ones encountered once the record is initiated by entering data on the 'New Record' screen. The Idaho Web Death Module contains the ability to capture multiple sets of the decedent's 'AKA' (Also Known As) name fields (First, Middle, Last, Suffix) if they are available. To add an 'AKA Name':


1. Open the desired record in the Demographic Data Entry function using the [New Record feature](#) or by [Searching for an existing record](#).
2. Check the 'AKA Names' checkbox (located below the Decedent's Legal Name fields on the Demographic 1 tab)

DECEDENT'S LEGAL NAME			
First Name:	Middle Name:	Last Name:	Suffix:
ROY		CLYDE	--Select a value--
<input type="checkbox"/> AKA Names			

3. Enter available names in the AKA fields that become enabled. You may add as many as three AKA names.

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<input checked="" type="checkbox"/> AKA Names			
AKA 1 First Name:	AKA 1 Middle Name:	AKA 1 Last Name:	AKA 1 Suffix: --Select a value--
AKA 2 First Name:	AKA 2 Middle Name:	AKA 2 Last Name:	AKA 2 Suffix: --Select a value--
AKA 3 First Name:	AKA 3 Middle Name:	AKA 3 Last Name:	AKA 3 Suffix: --Select a value--

- When finished, remember to press the **'Save Record'** icon  to save changes and continue data entry.

4.20.2. Pick List Navigation (MindsEye©)


Decedent's Birthplace fields illustrate the concept of 'drop-down' menus. Use abbreviations discussed in examples below to quickly retrieve entries and expedite data entry.

DECEDENT'S BIRTHPLACE	
State/Country:	--Select a value--
City Of Birth:	--Select a value--

- Set focus on the 'State/ Country' field by clicking on the field. Begin typing the name of the state or country you wish to enter in this field.

State/Country:	<div>IDAHO</div> <div>IDAHO</div> <div>IDAHO TERRITORY</div>
----------------	--------------------------------------------------------------

- ✓ The drop-down list will populate with the names of those states or foreign countries that match the information typed in. The field itself will auto-populate with the name of the state or country that matches the information typed in.
- ✓ Some geographic entries that include state and city also capture the county. When this is the case, the list of cities is filtered to include only cities within the state and county already selected. Some geographic questions require only the state and city. If the 'State/Country' field is not populated, you will not be able to select a value in the 'County' or 'City' fields. If a state is selected in the 'State/Country' field, then the 'County' must be selected before the list of options for the "City" field is available.

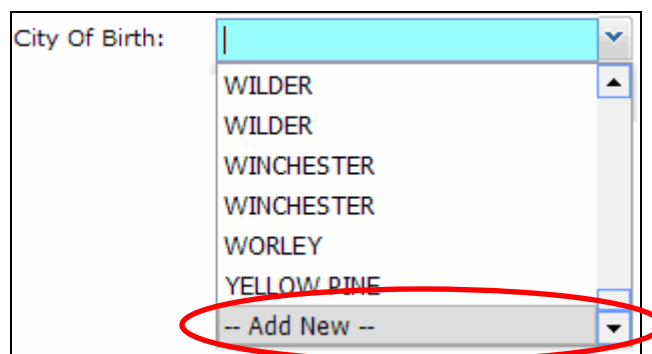
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- ✓ If a foreign country is selected in the 'State/Country' field, then the 'County' field will be disabled (if it is part of the address.) In these cases, selecting the foreign country will disable the 'County' field and load the 'City' pick-list with options associated with the country selected.
- 2. With focus on the 'City Of Birth' field begin typing the name of any city in the state or foreign country selected in the 'State/Country' field. When the desired option is highlighted press the 'Tab' key to select that choice and advance to the next field.


4.20.3. Making New Entries in Pick Lists

When a Town or City you want is *not in the list* even though it is a valid Town/City, you can add your entry to the list. This is referred to as 'Add on the Fly'. It allows the user to add an item that is not in the list when necessary. To access this choice:

1. Open the 'City of Birth' pick list by clicking on the arrow button or setting focus on the field and pressing the 'Down Arrow' button and use one of the following methods:
2. Select the '—Add New—' option by one of the following options:
 - a. Use the mouse to SCROLL down to the bottom of the list. The very last option in the list that will allow 'Add on the Fly' is a choice '-- Add New--'.



- b. OR use a keyboard short-cut. The first character of this special entry is a hyphen '-'. Type this character into the 'City Of Birth' field and press 'Tab' to select that option.

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City Of Birth: -- Add New -- -- Add New --

3. The 'AOF – City/Town' screen will appear.

AOF - City/Town

State/Country: IDAHO

County: * -- Add New --

City/Town: *

FIPS Code:

Local Code:

City/Town	State/Country	County	Fips Code	Local Code	Display In List	Validated	Record Time Stamp


OK
CANCEL

- c. Look at the list in the grid at the bottom of the screen (if there is one) to see if the item you need may already be there. This would be the case if the item has already been added 'On the Fly' by someone else but has not yet been 'reviewed' and accepted by the State Office as a valid new addition to the list. If the option you need is in the list, click on it with the mouse and then click on **'OK'**.
- d. If the item is not in the extended list, set focus on the 'City/Town' field (The county field will be pre-populated and disabled if the new entry is inside USA or simply disabled if the new entry is in a foreign country), type in the new entry you need and click **'OK'**. The new location will be added on the fly.

4.20.4. Death Age Entry

Decedent's Date of Birth fields require 'age units' and 'age' entries to determine record processing sequence.

1. With the mouse, click on the 'Date of Birth' field on the 'Demographic 1' tab.

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DECEDENT'S DATE OF BIRTH
Date Of Birth:
Age Units:
Age:

2. If you have not entered the Decedent's 'Date of Birth' already, do so now, and press 'Tab' to advance to the 'Age Units' field.
3. In the 'Age Units' field, use the mouse to click on the arrow button or use the 'Down Arrow' key to open the list and select the appropriate age unit (Years, Months, Weeks, Days, Hours, Minutes, Unknown)
4. Enter or calculate the decedent's age at the time of death. If the entered value does not coincide with the value calculated by the system by taking into account the birth and death dates, the following screen will be displayed:

Demographic Data Entry - IDAHO

Message:

Age units and/or age does not calculate correctly based on the date of birth and the date of death.:

Presumed Date of Death From

Decedent's Date Of Birth


Decedent's Age Units

Decedent's Age

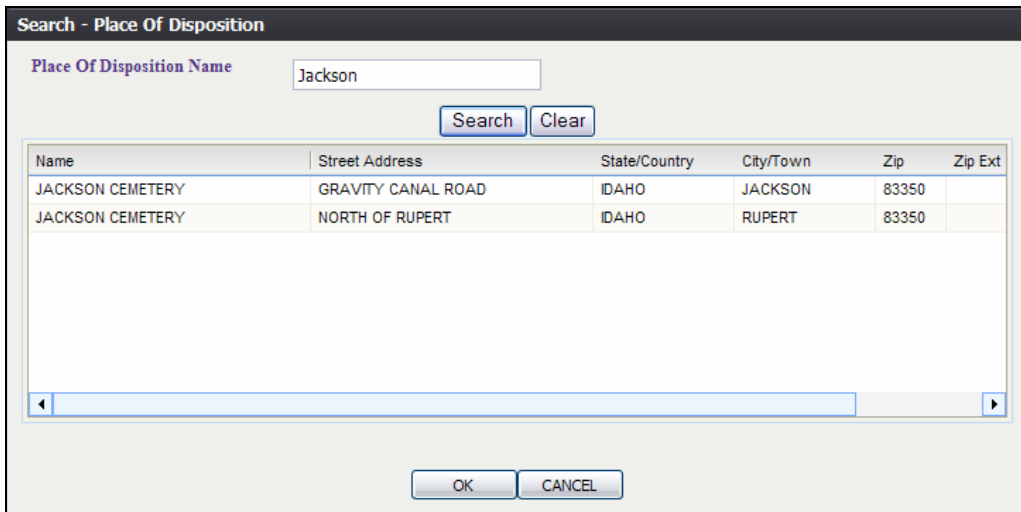
5. Correct the age and click '**OK**'. Use the 'Tab' key to advance to the next field.

4.20.5. Screen Tab Navigation – Next and Previous buttons

The 'City Of Birth' field is the last field on the 'Demographic 1' tab and therefore the next field that needs a response is on the 'Demographic 2' tab.

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The following search screen will be displayed in which the user can enter the name of the facility they are looking for and click '**Search**'. Results will be displayed in the grid below.

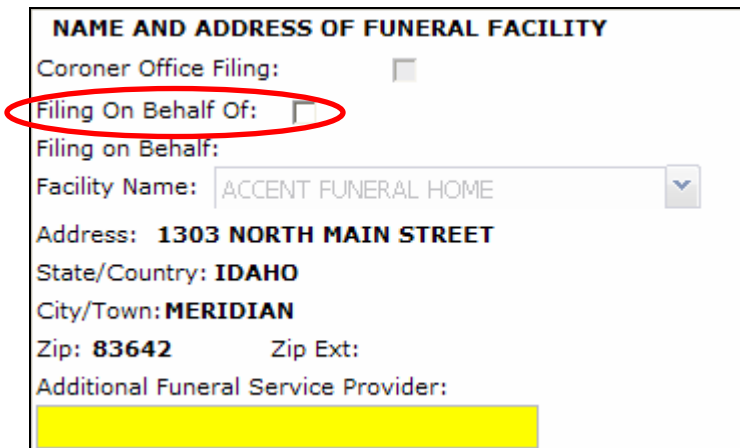


Name	Street Address	State/Country	City/Town	Zip	Zip Ext
JACKSON CEMETERY	GRAVITY CANAL ROAD	IDAHO	JACKSON	83350	
JACKSON CEMETERY	NORTH OF RUPERT	IDAHO	RUPERT	83350	

The user can then select the desired search result and click '**OK**'. The selected facility's information will be displayed in the Address section of the 'Place of Disposition' fields.

4.20.7. Funeral Facility Profile

Funeral facility name and address is based on the login profile of the user who originally initiated the record. The address fields are retrieved from the database and cannot be directly modified on the screen.



NAME AND ADDRESS OF FUNERAL FACILITY

Coroner Office Filing: ☐

Filing On Behalf Of: ☒

Filing on Behalf: ACCENT FUNERAL HOME


Address: **1303 NORTH MAIN STREET**

State/Country: **IDAHO**

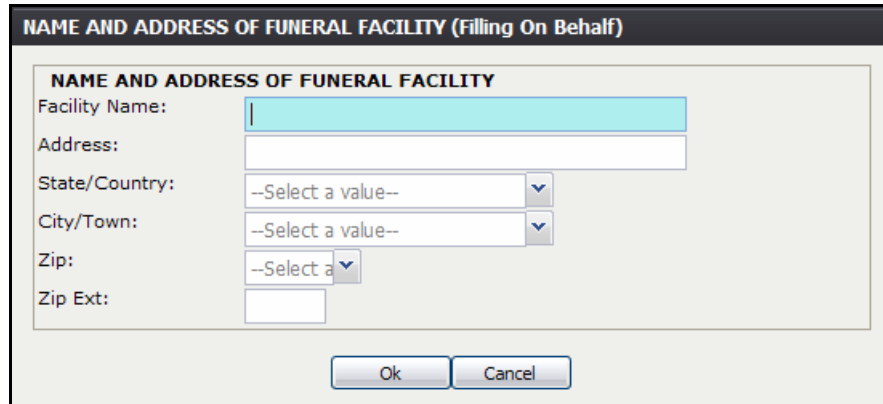
City/Town: **MERIDIAN**

Zip: **83642** Zip Ext:

Additional Funeral Service Provider:

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However, if a funeral home location is filing a record on behalf of another funeral home, the user can check the 'Filing on Behalf Of:' checkbox and enter the information of the funeral home on behalf of whom the record is being filed on the screen below.

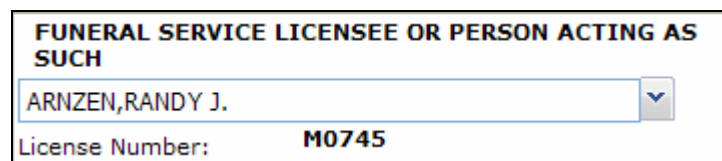


If Demographic data Entry is being performed at a Coroner's Office, the 'Coroner Office Filing:' checkbox will be checked.

4.20.8. Funeral Service Licensee or Person Acting As Such

This is the individual associated with the 'Name and Address of Funeral Facility' location who will demographically verify the death record.


This is a drop-down type-ahead pick list that will contain only funeral directors associated with the 'Name and Address of Funeral Facility' location on the record.



This field will be disabled if the 'Filing On Behalf Of:' checkbox is checked.

4.20.9. Additional Funeral Service Provider

'Additional Service Provider' field is associated with 'Trade Calls'. These are cases where the funeral home of record (the funeral home responsible for filing the death certificate) is not providing all of the services for the family and the

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names of both funeral establishments need to appear on the printed death certificate.

Additional Funeral Service Provider: <div style="background-color: yellow; height: 20px; width: 100%;"></div>

Example: if 'Jones Funeral Home' is entered as the 'Additional Funeral Service Provider' and 'Johnson Funeral Homes Inc' is the funeral home that is responsible for filing the death certificate, the name of the additional funeral home will print in the 'Additional Funeral Service Provider' field on the death certificate.

The license number of the funeral home that files the death certificate will print on the death certificate.


4.20.10. Hispanic Origin and Race Fields Properties

The 'Decedent of Hispanic Origin' field allows selecting **one choice** from the available options. Use the mouse or the spacebar key on the keyboard to check and select the single desired choice.

DECEDENT OF HISPANIC ORIGIN	
<input checked="" type="checkbox"/>	No, not Spanish/Hispanic/Latino
<input type="checkbox"/>	Yes, Mexican, Mexican American, Chicano
<input type="checkbox"/>	Yes, Puerto Rican
<input type="checkbox"/>	Yes, Cuban
<input type="checkbox"/>	Yes, other Spanish/Hispanic/Latino
	(Specify) <div style="background-color: gray; width: 150px; height: 15px;"></div>
<input type="checkbox"/>	Unknown

- ✓ To change the choice the selected choice must first be un-checked by clicking on it again and then a different choice can be selected.

Race fields allow **multiple choices**. Click on as many choices as apply.

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DECEDENT'S RACE	
<input checked="" type="checkbox"/> White	<input type="checkbox"/> Filipino
<input type="checkbox"/> Guamanian or Chamorro	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Japanese	<input type="checkbox"/> Samoan
<input type="checkbox"/> American Indian or Alaska Native (Name of the enrolled or principal tribe) <input type="text"/>	<input type="checkbox"/> Korean
	<input type="checkbox"/> Other Pacific Islander (Specify) <input type="text"/>
<input type="checkbox"/> Vietnamese	<input checked="" type="checkbox"/> Asian Indian
<input type="checkbox"/> Chinese	<input type="checkbox"/> Native Hawaiian
<input type="checkbox"/> Other Asian (Specify) <input type="text"/>	<input type="checkbox"/> Other (Specify) <input type="text"/>
<input type="checkbox"/> Unknown	


- ✓ 'Decedent's Race' checkbox fields can also be selected and de-selected using the mouse or the keyboard. Use the 'Tab' key and the 'Shift+Tab' key to navigate to the desired choices and the spacebar or the mouse to select or de-select.
- ✓ Certain race fields, ('American Indian or Alaska Native' 'Other Asian', 'Other Pacific islander,' and 'Other') require the user to specify the race. When any of these fields is selected, the associated text box becomes enabled. The user must type the specifics of the race or tribe in the field in order to resolve the record.

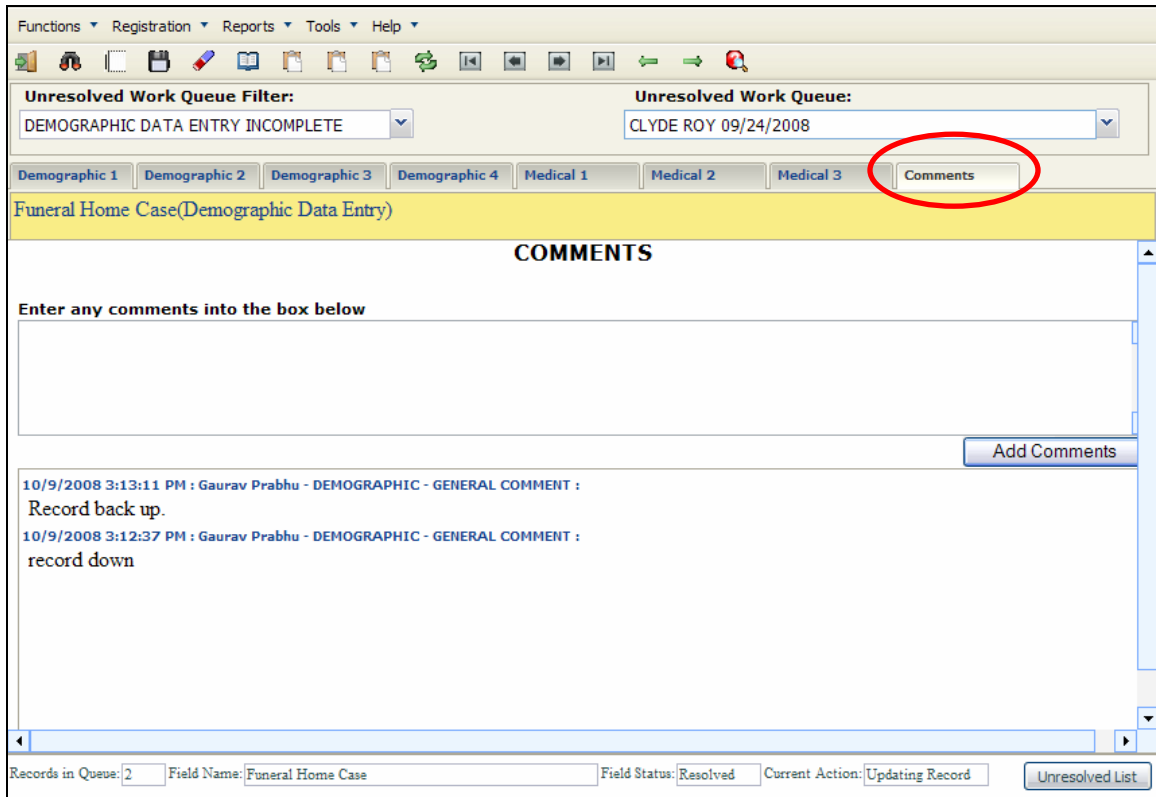
4.20.11. Record Comments

Certain events that take place, such as when a coroner declines a designation or a referral, require that a comment be entered. These comments are stored and can be viewed in a grid on the Comments tab of the data entry screens. The following information regarding each comment will be stored:

- ✓ Action that Required the Comment
- ✓ User logged in when the comment was entered
- ✓ Date and time the comment was entered
- ✓ Text of the comment (600 characters)


Comments may be entered or viewed by clicking on the Comments Tab in Demographic data Entry.

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The screenshot displays the 'Unresolved Work Queue' filter set to 'DEMOGRAPHIC DATA ENTRY INCOMPLETE' and the 'Unresolved Work Queue' list showing 'CLYDE ROY 09/24/2008'. The 'Comments' tab is selected and circled in red. The 'Funeral Home Case (Demographic Data Entry)' is highlighted in yellow. The 'COMMENTS' section contains a text area for entering comments and an 'Add Comments' button. Below the text area, two comments are listed: '10/9/2008 3:13:11 PM : Gaurav Prabhu - DEMOGRAPHIC - GENERAL COMMENT : Record back up.' and '10/9/2008 3:12:37 PM : Gaurav Prabhu - DEMOGRAPHIC - GENERAL COMMENT : record down'. The bottom status bar shows 'Records in Queue: 2', 'Field Name: Funeral Home Case', 'Field Status: Resolved', 'Current Action: Updating Record', and an 'Unresolved List' button.

Enter a comment in the box provided and click the '**Add Comments**' button to add the entered comment to the record.

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